



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		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

<b>2. Institutional Status</b>					
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			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/generatePDF_agar/eyJpdiI6IlFjSU9KZENFZFbtdnlhWEpPclVGRkE9PSIsInZhbnVlIjoIUm9kYjh2ZXo3ME9CNW1xNEJHVEZCZz09IiwibWFjIjoIiNDgzYWFlNzVhMmY4OGNkYWJhN2E3ODU2MjAzMzExMzJkZTQyOGFlMjdjYzOzMGVkMj">https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/generatePDF_agar/eyJpdiI6IlFjSU9KZENFZFbtdnlhWEpPclVGRkE9PSIsInZhbnVlIjoIUm9kYjh2ZXo3ME9CNW1xNEJHVEZCZz09IiwibWFjIjoIiNDgzYWFlNzVhMmY4OGNkYWJhN2E3ODU2MjAzMzExMzJkZTQyOGFlMjdjYzOzMGVkMj</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		<a href="https://www.appatelcollege.org/wp-content/uploads/2022/11/A_4_Academic_Calendar_for_2019-20.pdf">https://www.appatelcollege.org/wp-content/uploads/2022/11/A_4_Academic_Calendar_for_2019-20.pdf</a>			
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	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
<b>6. Date of Establishment of IQAC</b>			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	29-Jun-2019 205	2000
Encouragement to Departments for holding at least two Co-curriculum programs during the year	29-Jun-2019 10	1500
Encouragement to students to participate in extra-curriculum events for better exposure, value addition and quality enhancement during the year	29-Jun-2019 20	900
Engagement of the Alumni to guide the University Youth festival and Sport Events Contestants	29-Jun-2019 5	75
Co-operative Training for employability	29-Jun-2019 6	100
Collaborative State level workshop in Manuscriptology	29-Jun-2019 7	37
<a href="#">View File</a>		

## 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
Nil	Nil	Nil	2019 365	0
<a href="#">View File</a>				

## 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 :

1

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

Yes

website	
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
Promotion of Extensive Use of the ICT in teaching and learning	
Encouragement to Departments for holding at least two Co curriculum programs during the year	
Encouragement to students to participate in extra curriculum events for better exposure during the year	
Fire safety system and CCTV surveillance system installed	
Engagement of the Alumni and the Parents' Association for training, quality enhancement and career guidance	
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<b>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</b>	
Plan of Action	Achievements/Outcomes
Promotion of Extensive Use of the ICT in teaching and learning and creation of a Smart class room	All members of the faculty, used the LCD projectors for teaching and encouraged the learners to opt for eresources for quality enhancement. However, the creation of a Smart class room was stalled following the Covid lock down.
Encouragement to Departments for holding at least two Co curriculum programs during the year for quality enhancement	On the suggestion by the IQAC, all departments organized various Co curriculum programs that received tremendous response from the students.
Encouragement to students to participate in extra curriculum events for better exposure, value addition and quality enhancement	During the year, over 900 students participated in over ten Co curriculum programs , including written examination, organized by various organizations.
Suggestion to install the Fire safety and CCTV surveillance systems for over all safety and security of the stake holders	Suggestion to install the Fire safety and CCTV surveillance systems for over all safety and security of the stake holders was fully implemented.

Engagement of the Alumni and the Parents' Association for training, quality enhancement and career guidance.	The members of the Alumni trained around 75 aspirant students who were participating in the University Youth Festival and Sport events.
Suggestion to arrange the Co-operative Training for employability	Co-operative Training program, in collaboration with Ahmedabad Dist. Co-op. Union Ltd., now a regular activity of the Institution for skill development and employability was held in July 2019.
Suggestion to arrange the State level workshop in Manuscriptology	State level workshop in Manuscriptology was held in March 2020 in collaboration with Gujarat Sahitya Academy, Gandhinagar.
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
Shri Naroda Kelvani Mandal	07-Nov-2022

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2020
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Date of Submission	29-Jan-2020
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<b>17. Does the Institution have Management Information System ?</b>	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	A 17 Management Information System in 201920 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 Statutory Body during the Meeting of the Management. The Institution follows the instructions
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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 College staff with the post bearers of the Management is also held as part of the MIS.

## 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 2019-20 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 stakeholders. 5) The time table is set in a way that no learner can roam free during any of the lectures. 6) Proxy lectures are arranged when a faculty is on leave to keep the students engaged. 7) Remedial coaching is arranged for the Semester 1 slow learners in English. 8) Necessary corrective steps are taken in view of addressing the students' feedbacks/suggestions/complaints received through Drop Box-Redressal System. 9) Various co-curriculum programs including Expert's lectures, competitions and study tours are being arranged by the Institution in general and departments in particular. 10) All the members of the faculty presented papers at seminars/conferences for quality enhancement. 11) Three members of the faculty attended the UGC sponsored FDPs while ten members of the faculty attended the UGC sponsored STCs for quality enhancement and an improved output in the classroom teaching. 12) Students were encouraged to participate in various co-curriculum programs organized by other institutions. 13) Extensive use of ICT added to the easy deliverance of the teaching topics in the classrooms. 14) Learners were encouraged to explore e-contents in their respective subjects. 15) Value-added co-curricular Programs like Co-operative Training, workshop in Sanskrit were offered to the students for quality enhancement. 16) Evaluation of the learners' progress was done through assignments and internal examinations. 17) Based on the slow learners' performance at the internal evaluation, necessary remedial steps, including extra classes and assignments, were taken by respective departments. 18) The initiative of Star Batch started

by the Department of Hindi showed excellent output. 19) The Students Counselling Cell started last year helped those students who needed counselling in their studies. 20) Services of the Alumni were availed for training for the co-curriculum activities and exposure to the employability. 21) Department-wise Review Meetings on the Curriculum Implementation were held at the end of the semesters in October and April. 22) Library support including books and computers and Reading room facility were provided to the students. 23) Schemes of Institutional Scholarships, recognition and felicitation of the meritorious students were implemented to encourage the students to achieve better results. 24) 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 employability/entrepreneurship	Skill Development
Nil	Nil	Nil	Nil	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
<a href="#">View File</a>		

#### 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	01/07/2019	100
Workshop on Manuscriptology	12/03/2020	37
<a href="#">View File</a>		

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field
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		Projects / Internships
BA	NA	0
BCom	NA	0
<a href="#">View File</a>		

#### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>1 4 2 The feedback system in the Institution in 2019-20 1) Feedbacks from all stakeholders are obtained during the year and are being analyzed 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 analyzed 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 analyzed 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 feedback complaining of either ragging, casteist discrimination or sexual harassment has been reported in the Institution since its inception.</p>

#### CRITERION II – TEACHING- LEARNING AND EVALUATION

##### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Graduation	520	433	433
BCom	Graduation	450	517	517



**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
2019	2269	445	5	Nil	17

**2.3 – Teaching - Learning Process**

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
22	22	38	18	0	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 2019-20 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
2269	22	1:103

**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
2019	Nil	Nil	Nil
2020	Nil	Nil	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	08/10/2019	21/10/2019
BCom	Nil	1 - 3 - 5	08/10/2019	21/12/2021
BA	Nil	2 - 4 - 6	15/02/2020	29/02/2020
BCom	Nil	2 - 4 - 6	15/02/2020	29/02/2020

[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 2019-20 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 University has given liberty to choose any one or more modes of Continuous Internal Evaluation (CIE) System from written tests and/or assignments/projects and so on. Our Institution has adopted the hybrid method of written tests and assignments in the CIE System. 5) Our Institution follows also the University norm 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. 6) 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. 7) Those who missed any of the semester-end examinations, were given the opportunity to appear at the remedial/extra tests in the respective papers. 8) The submission of assignments and appearing at the semester-end examination form an obligatory part of the Continuous Internal Evaluation System of the Institution. 9) The Continuous Internal Evaluation System carries the weightage of 30. 10) Students' objections are addressed by the Examination Committee in a systematic way. 11) 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 was prepared and largely adhered to in till 20 -02-2020 in 2019-20 Institutional Academic Calendar for 2019-20 (A) General 1) Commencement of the 1st Term : June 12,2019 2) Duration of the 1st Term : June 12 to October 23, 2019 3) Deepawali Vacation : October 24 to November 13, 2019 4) Duration of the 2nd Term : November 14, 2019 to April 26, 2020 5) Total

working Days in 2019-20 : 235 (B) Month wise Planning • June 12, 2019 - Opening of the new academic year. Online Admission Process. • June 21 - International Yoga Day Celebration - Induction Program for the freshers • July - Mahakavi Kalidas Jayanti Celebration- July 03 - Guru Purnima Celebration- July 16 - Co-operative Training Program (July 01-06) - 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 Garba Program -Internal Examinations and uploading the results on the website - Annual NSS Camp, Deepawali Vacation New Term to start from November 14, 2019. • 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, Cultural Program • 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 27. 2020 ? Need based events and occasional Departmental/ Co-curriculum/ Extension programs would be held over and above the events mentioned in the Calendar. ? Institutional Examinations will be held and results will be uploaded as per the Schedule.

## 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/2022/11/2\\_6\\_1\\_Program\\_outcomes\\_program\\_specific\\_2019-20.pdf](https://www.appatelcollege.org/wp-content/uploads/2022/11/2_6_1_Program_outcomes_program_specific_2019-20.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	256	222	86.7188
BCom	BCom	Graduation	440	405	92.0455
MA	MA	Post-Graduation	120	110	91.6667
MCom	MCom	Post-Graduation	101	96	95.0495

[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/2022/11/2\\_7\\_1\\_Student\\_Satisfaction\\_Survey\\_SSS\\_2019-20.pdf](https://www.appatelcollege.org/wp-content/uploads/2022/11/2_7_1_Student_Satisfaction_Survey_SSS_2019-20.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

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

[View File](#)

### 3.2 – Innovation Ecosystem

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

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

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

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

[View File](#)

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

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

[View File](#)

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
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	Hindi	3	0

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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	1

English	2
Sanskrit	1
Hindi	1
<a href="#">View File</a>	

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	2019	0	Nil	0
Nil	Nil	Nil	2020	0	Nil	0
<a href="#">View File</a>						

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	2019	0	0	Nil
Nil	Nil	Nil	2020	0	0	Nil
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	14	15	5
Presented papers	1	7	4	0
Resource persons	0	0	1	0
<a href="#">View File</a>				

### 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
Tree plantation in Naroda area	NSS, Eco Club	3	80
Cleanliness Drive on the Campus	NSS, Eco Club	3	40
Election Voter ID Campaign in Naroda	NSS	2	10
Election Voter ID Campaign in Limbadiya	NSS	2	20

Raksha Bandhan in slums, Police station	NSS	2	20
Cloth Distribution in Nana Chiloda slums	NSS, Dr. Hedgewar Seva Samiti	2	25
Rally for Blood Donation Environment and Electoral Awareness in Naroda	NSS, Eco Club, Lions Club	22	600
Blood Donation on Campus	NSS, Lions Club, Naroda, Red Cross	22	200
Blood Donation on demand	NSS	1	2
<a href="#">View File</a>			

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
<a href="#">View File</a>			

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
Environment Conservation	NSS, Eco Club NSS, Eco Club	Tree plantation in Naroda area by students, NSS volunteers	3	80
Swachh Bharat Mission	NSS, Eco Club NSS, Eco Club	Cleanliness Drive on the Campus by students, NSS volunteers	3	40
Social Service	NSS	Election Voter ID Campaign in Naroda	2	10
Social Service	NSS	Election Voter ID Campaign in Limbadiya	2	20
Social Service	NSS	Raksha Bandhan in slums, Police station	2	20
Social	NSS, Dr.	Cloth	2	25

Service	Hedgewar Seva Samiti	Distribution in Nana Chiloda slums		
Blood Donation, Environment, Electoral Awareness	NSS, Eco Club, Lions Club, Naroda	Rally for Blood Donation, Environment, Electoral Awareness	22	600
Blood Donation	NSS, Lions Club, Naroda, Red Cross	Blood Donation on Campus	22	200
Blood Donation	NSS, Civil Hospital	Blood Donation on demand	1	2

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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
Workshop in Manuscriptology	37	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	Shri Hanuman Path Laboratory, Naroda	01/07/2019	30/04/2020	50
Medical	Medical Emergency	Shantaba Cheritable Hospital, Naroda	01/07/2019	30/04/2020	50
Co-operative Training	Job Training	Ahmedabad Dist. Co-op Union Ltd	01/07/2019	06/07/2019	100
Training	Workshop on Manuscriptology	Gujarat Sahitya Academy, Gandhinagar	12/03/2020	18/03/2020	37
Training	Skill Development	Pidilite Industry	05/03/2020	07/03/2020	50

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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
No file uploaded.			

## 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	1158484

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
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### 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	24014	1658754	52	616	24066	1659370
Reference Books	36	53660	0	0	36	53660
Journals	1	950	0	0	1	950
CD & Video	23	0	0	0	23	0
Weeding (hard & soft)	0	0	0	0	0	0
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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 Guj	24/03/2014
Shri Jagdish V. Anerao	Tolstoys Short story- Too Dear	SANDHAN AGIC, Govt. of Guj	15/04/2014
Shri Jagdish V. Anerao	Sales and Collection Letters	SANDHAN AGIC, Govt. of Guj	08/12/2014
Shri D. A. Patel	Capital Reduction in BOM	SANDHAN AGIC, Govt. of Guj	02/03/2012
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#### 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
Nil	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
12	1158484	12	1158484

##### 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,
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academic and support facilities in 2019-20 All the following facilities are maintained by the Management and the legitimate stake holders are allowed to utilize them as per the Institutional norms without any discrimination. (A) Academic facilities Classrooms and Assembly Hall The Institution has 18 spacious and well-ventilated classrooms in addition to 10 other rooms for support services including Girls' Room, Sports Room, NSS, Office. All classrooms have the LCD projectors for the use of the ICT. The College premises is an exclusively independent part of the PK Patel Educational Campus. Separate parking for the faculty and students, drinking water facilities and separate toilets for boys and girls are provided at different places on the campus. A spacious Assembly Hall forms the part of the shared facility. The whole campus is covered under the CCTV surveillance as per the Governments norms. The Institution has the fire safety facilities as per the Governments norms. The infrastructure of the Institution is fully maintained by the Management. Library The partly automated College library has also a reading room facility for the faculty and students. The working hours of the library are from 8 am to 2 pm while the reading room remains open for the students till 6 pm. The students are given two tickets to borrow books. Apart from books of prescribed syllabi and general interest, the students can also avail paper sets of past examinations and CDs from the library. Most library data have been uploaded. Three computers have been provided in the library which the students can use for the academic purpose. Computers and Laptops 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 Admin office is fully computerized. (B) Support facilities 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 at no extra cost. Necessary kits and uniform are provided to the students who are representing the college at various sport events. 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 on the campus providing fresh snacks is open for all stake holders.

[https://www.appatelcollege.org/wp-content/uploads/2022/11/4\\_4\\_2\\_Procedures\\_and\\_policies\\_for\\_maintaining\\_and\\_utilizing\\_physical\\_academic\\_and\\_support\\_facilities\\_in\\_2019-20.pdf](https://www.appatelcollege.org/wp-content/uploads/2022/11/4_4_2_Procedures_and_policies_for_maintaining_and_utilizing_physical_academic_and_support_facilities_in_2019-20.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 Free Book sets to the College toppers at Sem-4 University Examinations	15	15000
Financial Support from Other Sources			
a) National	Nil	0	0
b) International	Nil	0	0
<a href="#">View File</a>			

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	19/06/2019	250	NSS
Co-operative Training	01/07/2019	100	Ahmedabad Dist. Co-op Union Ltd
Personal Counselling Cell	01/07/2019	40	College Faculty
Remedial coaching in English	15/07/2019	50	College Faculty
Skill Training, Guidance for Youth Festival	21/08/2019	75	Alumni Association
Skill Development	05/03/2020	50	Pidilite Industry
Workshop on Manuscriptology	12/03/2020	37	Gujarat Sahitya Academy, Gandhinagar

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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
2019	Nil	0	0	0	0
2020	Nil	0	0	0	0

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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
Nil	0	0	Nil	0	0

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

Year	Number of	Programme	Department	Name of	Name of
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	students enrolling into higher education	graduated from	graduated from	institution joined	programme admitted to
2019	36	B A	English	Smt AP Patel Arts and NP Patel Com. College, Ahmedabad	MA
2019	24	B A	Hindi	Smt AP Patel Arts and NP Patel Com. College, Ahmedabad	MA
2019	39	B A	Gujarati	Smt AP Patel Arts and NP Patel Com. College, Ahmedabad	MA
Nill	10	B A	Sanskrit	Smt AP Patel Arts and NP Patel Com. College, Ahmedabad	MA
2019	119	B Com	Commerce	Smt AP Patel Arts and NP Patel Com. College, Ahmedabad	M Com

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
Any Other	0

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

Activity	Level	Number of Participants
Induction of the freshers	College	425
International Yoga Day	College	850
Maha Kavi Kalidas Jayanti Celebration	College	200
Guru Purnima Celebration	College	110

Interclass Kho kho Competitions	College	312
Interclass Cultural Competitions	College	500
Teachers Day Celebration	College	44
Hindi Day Celebration	College	45
Premchand Jayanti Celebration	College	160
Workshop of Physical Education Dept	University	40
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### 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
2019	Nil	National	Nil	Nil	Not Applicable	Not Applicable
2019	Nil	International	Nil	Nil	Not Applicable	Not Applicable
2020	Nil	National	Nil	Nil	Not Applicable	Not Applicable
2020	Nil	International	Nil	Nil	Not Applicable	Not Applicable
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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 2019-20 Activities of the Students Council, Representation of students on academic administrative bodies/committees of the Institution. Every year, the Students Council is formed, 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 Examinations 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 2019-20. 1) Induction-Welcome Program for the freshers on July 20,2019 2) Teacher's Day on September 5, 2019, the GS performed the role of the Head of

the Institution. 3) Garba program during the Navaratri on October 04, 2019. 4) Annual Function and Farewell Program for the Semester - 6 students on March 9, 2020.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5 4 1 The Alumni Association Engagement in 2019-20 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 2019-20, for some unknown reasons, no new past students became the life time members of the Association so the total of the life time members remained 135 only. Two Meetings of the executive body of the Alumni Association were held in 2019-20 on 06-07-2019 and 29-02-2020. 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 2019, the Association had arranged tree plantation in Naroda. In August 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, 2020. 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 :

Two Meetings of the executive body of the Alumni Association were held in 2019-20 on 06-07-2019 and 29-02-2020. In July 2019, the Association had arranged tree plantation in Naroda. In August 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, 2020. Around 20 past students served as invigilators during the University examinations held on the campus.

### 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 2019-20 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 2019-20 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. To ensure the decentralization and participative management, each faculty is assigned a specific task in the mega event. The members of the Students Council also ensure the participation of maximum number of students in the events. The Eco Club and NSS volunteers ensure the smooth conduct of the Tricolour Flag Hoisting and Blood Donation Camp. Besides, the members of the academic and administrative staff, the Alumni over 1000 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)?

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 Institution or the individual faculty of the institution has no direct role to play in Curriculum development as this is the prerogative of the BoSs 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 2019-20. They became instrumental in designing, revising, improving and developing the curriculum of their respective subjects.
Teaching and Learning	2) Teaching and Learning 1) 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. 2) The time table is set in a way that no learner can roam free



during any of the lectures. 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 faculty is on leave. 6) Remedial coaching is arranged for the Semester 1 slow learners in English. 7) Star Batch introduced by the Hindi Department has paid to the quality enhancement. 8) Co-curriculum activities are held in order to expand the comprehension of the learners. 9) Members of the Faculty are allowed to participate in the FDPs, STCs and Seminars for quality improvement.

**Examination and Evaluation**

3) Examination and Evaluation 1) Examination and Evaluation procedures 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**

4) Admission of the students 1) 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. 2) The institution strictly follows the online admission procedure of the University and the reservation policy of the Government. 3) In order to bring in total transparency in the admission process, the Management has surrendered its quota to the University.

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

E-governance 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 and plan their course of action. Details of the upcoming events, internal examination schedules and results are also notified on the website. The students are intimated of the schedules of various programs through emails and WhatsApp in advance.

Administration

e-governance in Administration The Administrative Office is fully computerised and functions with e-governance using Shiv Shakti software. 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 them 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 directly 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 computerized and functions with e-governance. Accounts are maintained and stored in the respective files using Shiv Shakti software. The amount of the scholarships is transferred online directly to the bank accounts of the eligible 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 access the Institutional information including the courses offered, faculty and facilities available from the website before

	filling the choice in the online admission process.
<b>Examination</b>	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 access the Institutional information including the courses offered, faculty and facilities available from the website before filling the choice in the online admission process.

### 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
2019	Nil	Nil	Nil	0
2020	Nil	Nil	Nil	0
<a href="#">View File</a>				

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)
2019	Computer Training	Computer Training	14/11/2019	16/11/2019	20	4
<a href="#">View File</a>						

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 Programme	3	01/06/2019	20/03/2020	7
Short Term Course	10	01/06/2019	20/03/2020	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
<p>For teaching staff The permanent members of the College Staff of the grant-in-aid classes enjoy the benefits of the Government welfare schemes. They have also 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 fund in accordance with the Government norms. The faculty who retires from the Institution is felicitated as per the Institutional protocol.</p>	<p>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 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.</p>	<p>For students 1) The Institution distributed Tablets to all the 576 eligible 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 free 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 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.</p>

**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 2019-20 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 certified 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
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

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## 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 2019-20 1) Though the Parents are less inclined to be part of the Parents' Association, our Institution has formed the Parents' Association with the Head of the Institution as its chair person. 2) A Meeting of the working committee was held in 2019-20. 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)

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 permanent support staff member receives the 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 since 2012-13 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) A Self-financed English Medium B Com program was started. 3) PG program in English was started. 4) To promote the ICT culture among the freshers, Tablets were given to the eligible

Semester 1 UG students under the NAMO Scheme of the State Government. 5) Library and Reading room were shifted to more spacious place with the extended hours. 6) Job-oriented programs in Manuscriptology, Tally and Co-operation are offered. 7) Most Departments of the Institution organized seminars and conferences. 8) Canteen was upgraded. 9) Gymnasium was upgraded and hours were extended for the students. 10) Student Counselling Cell was started.

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
2019	Extensive Use of the ICT in teaching and learning	29/06/2019	01/07/2019	20/03/2020	1500
2019	Encouragement to Departments for holding at least two Co curriculum programs during the year for quality enhancement.	29/06/2019	01/07/2019	20/03/2020	100
2019	Encouragement to students to participate in extra curriculum events for better exposure, value addition and quality enhancement	29/06/2019	01/07/2019	20/03/2020	500
2019	Installation of the Fire safety and CCTV surveillance systems for the safety	29/06/2019	01/07/2019	20/03/2020	1500

	and security of the stake holders				
2019	Arranging the Co-operative Training for employability	29/06/2019	01/07/2019	06/07/2019	100
2019	Guidance by Alumni to the Youth festival Contestants	29/06/2019	21/08/2019	24/08/2019	75
Nil	State level workshop in Manuscriptology	29/06/2019	12/03/2020	18/03/2020	37
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Induction of the Freshers	20/06/2019	20/06/2019	225	200
International Yoga Day	21/06/2019	21/06/2019	350	500
Co-operative Training	01/07/2019	06/07/2019	40	60
Maha Kavi Kalidas Jayanti Celebration	03/07/2019	03/07/2019	80	120
Guru Purnima Celebration	16/07/2019	16/07/2019	60	50
Premchand Jayanti Celebration	01/08/2019	01/08/2019	100	60
Interclass Competitions of Cultural Activities	10/08/2019	10/08/2019	300	200
Interclass Competitions in Sport	16/08/2019	17/08/2019	100	212
Teacher's Day Celebration	05/09/2019	05/09/2019	20	24



	and disadvantages	contribute to local community					
2019	1	1	15/07/2019	6	Tree Plantation	Tree Plantation by NSS, Eco Club and Alumni Association	83
2019	1	1	16/07/2019	1	Blood Donation on Demand	Blood Donation by NSS Volunteer on Demand	2
2019	1	1	05/08/2019	1	Clean India Mission	Cleanliness Drive on the Campus	43
2019	1	1	08/08/2019	1	Social Service	Election Voter ID Campaign in Limbadiya	27
2019	1	1	19/08/2019	1	Social Service	Rakshabandhan in slums, Police station	22
2019	1	1	10/09/2019	4	Social Service	Election Voter ID Campaign in Naroda	12
2019	1	1	21/10/2019	1	Blood Donation on Demand	Blood Donation by NSS Volunteer on Demand	2
2020	1	1	23/01/2020	1	Awareness for Blood Donation and Environment	Rally for Awareness for Blood Donation and Environment	622
2020	1	1	26/01/2020	1	Blood Donation	Blood Donation on Campus by NSS, Lions Club	222



2020	1	1	30/01/2020	1	Social Service	Cloth Distribution by NSS in Nana Chiloda slums	27
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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	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	15/06/2019	20/03/2020	20
Tree Plantation by NSS, Eco Club and Alumni Association	15/07/2019	20/07/2019	83
Blood Donation on Demand	15/06/2019	20/03/2020	2
Campaign by NSS for Awareness of Clean India Mission on the Campus	05/08/2019	05/08/2019	43
Election Voter ID Campaign by NSS in Limbadiya	08/08/2019	08/08/2019	27
Interclass Competitions in Sport, Cultural Activities	10/08/2019	17/08/2019	812
Raksha Bandhan in slums, Police station	19/08/2019	19/08/2019	22
Election Voter ID Campaign by NSS in Naroda	10/09/2019	13/09/2019	12
NSS Camp in Limbadiya	18/10/2019	24/10/2019	100
One Day Study Tour	04/01/2020	04/01/2020	370
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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 2019-20 (at least five) 1) Solar panel installed for power generation on the rooftop of a building in the campus. 2) 'Save water, save electricity' 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

7 2 1 -Two Institutional best practices in 2019-20 The two institutional best practices in 2019-20 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 of testing and collection of the blood. 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, a record number of 310 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 all the stake holders. Dr. Suresh Patel, the HoD, Hindi donated blood for the 30th time which makes the Institution proud. Similarly, Rahul, an Alumnus, also regularly donates blood on demand. 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 2019-20, the Club undertook the activities of Campus cleansing drive, tree plantation and conservation, awareness for minimum use of plastic, tobacco-free campus, waste management, promotion of use of public transportation and vehicle sharing. The Club also collaborated with the NSS Department in the Campus cleansing drive, tree plantation in July and holding a rally in Naroda area on January 24, 2020, for the awareness for blood donation and conservation of our environment. Six of the staff members started sharing vehicles to attend their duties honoring 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/2022/11/7\\_2\\_1\\_Describe\\_at\\_least\\_two\\_institutional\\_best\\_practices\\_in\\_2019-20.pdf](https://www.appatelcollege.org/wp-content/uploads/2022/11/7_2_1_Describe_at_least_two_institutional_best_practices_in_2019-20.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 2019-20 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, thrust was given on the extensive use of ICT in Teaching and Learning 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 Institution arranges six 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 are registered for the six day on-campus Co-operative Training program. The Department of Commerce had arranged a three-week Certificate Program in Tally in January 2019. 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/2022/11/7\\_3\\_1\\_The\\_details\\_of\\_the\\_performance\\_of\\_the\\_institution\\_in\\_one\\_area\\_distinctive\\_to\\_its\\_vision\\_priority\\_and\\_thrust\\_in\\_2019-20.pdf](https://www.appatelcollege.org/wp-content/uploads/2022/11/7_3_1_The_details_of_the_performance_of_the_institution_in_one_area_distinctive_to_its_vision_priority_and_thrust_in_2019-20.pdf)

### **8.Future Plans of Actions for Next Academic Year**

8 Future Plans of action for next academic year 2020-21 The Institution is poised to ensure quality enhancement through various initiatives for the next Academic Year of 2020-21. The following initiatives were worked out at the General Meeting of the teaching and admin staff of the Institution for the next Academic Year of 2020-21. 1) To conduct carrier-oriented programmes for the students. 2) Extensive use of the ICT in teaching and learning. 3) To ensure greater co-operation from the Alumni and Parents Association. 4) To host workshops/multi-disciplinary seminars. 5) To host the University level event/competitions 6) To ensure greater participation of the faculty in research activities and publication. 7) To organize more co-curricular departmental activities. 8) To ensure MoUs are signed with other HEIs, Corporate bodies for quality enhancement and skill development.