



## YEARLY STATUS REPORT - 2020-2021

### 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 its own campus?	Yes
• Phone no./Alternate phone no.	07922816582
• Mobile No:	9824131922
• Registered e-mail	naroda_naac@yahoo.com
• Alternate e-mail	naroda_naac@yahoo.com
• Address	PK Patel Vidya Mandir Campus, Nr. Muni. School, Naroda,
• City/Town	Ahmedabad
• State/UT	Gujarat
• Pin Code	382330
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Gujarat University				
• Name of the IQAC Coordinator	Jagdish Vinayakrao Anerao				
• Phone No.	07922816582				
• Alternate phone No.	9825604664				
• Mobile	9825604664				
• IQAC e-mail address	naroda_naac@yahoo.com				
• Alternate e-mail address	anerao_jagdish@rediffmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/generateHTML_aqar/eyJpdjI6IjZHWUhFM2l0YXNEWVB4d1l15MGVEZ3c9PSIsInZhbHVlIjoiaXhFTXY4ZmxkVUdSV0VVTjBBSbWJTdz09IiwibWFjIjoimThhZDBmMT">https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/generateHTML_aqar/eyJpdjI6IjZHWUhFM2l0YXNEWVB4d1l15MGVEZ3c9PSIsInZhbHVlIjoiaXhFTXY4ZmxkVUdSV0VVTjBBSbWJTdz09IiwibWFjIjoimThhZDBmMT</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	No				
• if yes, whether it is uploaded in the Institutional website Web link:					
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	71.20	2007	31/03/2007	30/03/2012
Cycle 2	B	2.17	2012	12/09/2012	11/09/2017
<b>6.Date of Establishment of IQAC</b>			15/06/2007		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nstitutional /Department /Faculty	Nil	Nil	2020-21	00
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>		<b>Yes</b>		
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>		<a href="#">View File</a>		
<b>9. No. of IQAC meetings held during the year</b>		<b>1</b>		
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>		<b>No</b>		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>		<a href="#">View File</a>		
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>		<b>No</b>		
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>				
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>				
1 Promotion of Extensive Use of the ICT in teaching and learning and creation of a Smart class room				
2 Major thrust to health and hygiene in view of the pandemic				
3 Encouragement to students to explore online resources				
4 Installation of the Fire safety system and CCTV surveillance system				
5 Starting of the Star Batch for promotion of quality enhancement				
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>				

Plan of Action	Achievements/Outcomes
1) Promotion of Extensive Use of the ICT in teaching and learning and creation of a Smart class room	1) All members of the faculty used the TEAMS platform for online teaching as per the State Government notification. The creation of a Smart class room that was stalled following the Covid lock down, was successfully implemented in the Year 2020-21
2) Major thrust to health and hygiene in view of the pandemic	2) On the suggestion by the IQAC, major thrust to health and hygiene in view of the pandemic. The campus was regularly sanitized, and thousands of masks, sanitizers and sanitary pads were distributed to the needy.
3) Encouragement to students to explore online resources	3) In view of the pandemic, the classes had to be conducted online on the TEAMS platform as per the State Government notification. The students were therefore encouraged to explore e-resources for quality enhancement. This proved to be extremely beneficial.
4) Installation of the Fire safety system and CCTV surveillance system	4) Suggestion to install the Fire safety and CCTV surveillance systems for over all safety and security of the stake holders was fully implemented.
5) Starting of the Star Batch for promotion of quality enhancement	5) On the suggestion by the IQAC earlier, a Star Batch was started by the Hindi Department for promotion of quality enhancement. From the current year of 2020-21, the Hindi Department has also started a Star Batch.

<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Shri Naroda Kelvani Mandal</td> <td>21/11/2022</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Shri Naroda Kelvani Mandal	21/11/2022
Name	Date of meeting(s)				
Shri Naroda Kelvani Mandal	21/11/2022				
<b>14.Whether institutional data submitted to AISHE</b>					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>30/01/2022</td> </tr> </tbody> </table>		Year	Date of Submission	2021	30/01/2022
Year	Date of Submission				
2021	30/01/2022				
<b>15.Multidisciplinary / interdisciplinary</b>					
Nil					
<b>16.Academic bank of credits (ABC):</b>					
Nil					
<b>17.Skill development:</b>					
Nil					
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>					
Nil					
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>					
Nil					
<b>20.Distance education/online education:</b>					
Nil					

## Extended Profile

### 1.Programme

1.1 10

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 2.Student

2.1 2476

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 524

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 570

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 3.Academic

3.1 22

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 26

Number of Sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>10</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>2476</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>524</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>570</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>22</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	26
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	22
Total number of Classrooms and Seminar halls	
4.2	6.9
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	65
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

##### 1 1 1 The Institution's well-planned Curriculum Planning and Implementation mechanism for 2020-21

1. Curriculum Planning and Implementation mechanism had been worked out in the beginning of the academic year at an online meeting of the Staff. As per the Gujarat Govt. notification, online classes conducted on the TEAMS platform on account of the Covid 19. Students were inducted in the program specific groups created on the TEAMS platform.
2. Departmental micro planning was worked out by the respective departments.
3. Corrective steps were taken to address the students' suggestions/complaints.
4. Co-curriculum programs including International Yoga Day Celebrations, Teachers Day Celebrations and workshops were arranged online.
5. e-contents were provided to the students.



6. Value-added online Programs and workshops were conducted.
7. Remedial steps were taken by respective departments for the slow learners.
8. Proxy lectures were arranged.
9. Students Counselling Cell helped those students who needed counselling.
10. Library support including computers and Reading room facility was provided.
11. Six of the faculty members who happened to be the members of the BoSS, Gujarat University, had contributed to the Curriculum Planning and Implementation in their respective subjects at the University level.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

1 1 2 - The institution's adherence to the Academic Calendar including for the conduct of Continuous Internal Evaluation (CIE)in 2020-21

1. The Institution strictly adheres to the Institutional Academic Calendar which is prepared in tuning with the Academic Calendar of the University. However, on account of the Covid 19 pandemic, the Institutional Academic Calendar was marked by uncertainty but as a general practice, the Institutional Academic Calendar is communicated to all the stake holders as it is uploaded on the College website.
2. Strictly following the Covid 19 protocols, the Institution, Institution conducted the teaching and Continuous Internal Evaluation (CIE) on the TEAMS platform as per the Gujarat Govt. Notificationin 2020-21. The Continuous Internal Evaluation was done strictly as per schedule and the results were communicated and uploaded on time.
3. Online workshop in Sharda script that was to be held in 2020-21 had to be rescheduled following the Covid 19 restrictions. The rest events took place as per schedule, the details of which have been furnished above in 1.1.1

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

10

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data**

**requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

00

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

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File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

1 3 1 Institution integrates issues of Professional Ethics, Gender, Human Values, Environment and Sustainability into Curriculum in 2020-21

1. The Institution arranges co-curriculum activities to integrate issues of Professional Ethics, Gender, Human Values, Environment and Sustainability into Curriculum.
2. Study tours are arranged to inculcate Professional Ethics.
3. NSS and CWCD arrange various programs to inculcate Gender sensitivity and Human Values.
4. NSS and Eco Club conducts various programs including Tree plantation to inculcate Environment sensitivity and Sustainability.

**5. Environment Day is celebrated in the last week of December every year.**

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

00

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

**1.3.3 - Number of students undertaking project work/field work/ internships**

00

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number** Number of students admitted during the year

**2.1.1.1 - Number of sanctioned seats during the year**

**970**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

338

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

**2 2 1 - The Institution's special Programmes for advanced learners and slow learners in 2020-21**

The institution assesses the learning levels of the students and organizes the following special Programmes for advanced learners and slow learners;

1. Based on the performance at the BA Sem-2 University Examinations, a merit list is prepared for the Star Batch of the advanced learners in Hindi and English core courses.
2. Extra coaching is given to the advanced learners of the Star Batches with the focus on Self learning and e-resources.
3. The College toppers at the BA Sem - 4 and B Com Sem - 4 University Examinations are rewarded with the Free Book sets of their respective Sem - 5 & 6 programs.
4. The College topper at the Sem - 4 University Examinations is made the GS of the Students Council and the girl topper at the Sem - 4 University Examinations is made the LR.
5. The GS is given the charge of the Head of the Institution on the Teacher's Day.
6. A bridge program for the slow learners in English is arranged for the BA Sem - 1 students during July-August every year.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

**2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)**

Number of Students	Number of Teachers
2024	22

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

2 3 1 Student centric methods used for enhancing learning experiences in 2020-21

The Institution assesses the learning levels of the students and organizes the following student centric methods for advanced learners;

1. Based on the performance at the BA Sem-2 University Examinations, a merit list is prepared for the Star Batch of the advanced learners in Hindi and English core courses.
2. Extra coaching is given to the advanced learners of the Star Batches with the focus on Self learning and e-resources.
3. General interactive and participative discussion is encouraged for enhancing learning experiences during the weekly sessions of the respective subjects.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

2 3 2 Teachers use ICT for effective teaching-learning process in 2020-21

1. Following Covid 19 restrictions, all the teaching-learning process was conducted online on the TEAMS platform for most part of 2020-21.
2. All 18 classrooms are equipped with the LCD projectors.
3. All the faculty have been provided with the laptops by the

Institution for extensive use of the ICT for effective teaching-learning process.

4. Teachers extensively use ICT for effective teaching-learning process.
5. Students are encouraged to explore the E-resources.
6. Special thrust is given on the ICT based teaching-learning for the Star Batch students.
7. A special computer training for the teachers is arranged in the Institution every year.
8. Two Smart classrooms are available for use.
9. The Assembly Hall is also equipped with the LCD projector.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.appatelcollege.org/wp-content/uploads/2023/01/232TeachersuseICT2020-21.pdf">https://www.appatelcollege.org/wp-content/uploads/2023/01/232TeachersuseICT2020-21.pdf</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

22

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

22



File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

413

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

2 5 1 Transparent and robust Mechanism of internal assessment in terms of frequency and mode in 2020-21

1. The internal assessment mechanism of our Institution is completely transparent and robust.
2. Prior to the introduction of the CBCS in 2012-13, the Institution had adopted the Weekly Tests System but it was discontinued from the year 2012-13.
3. In accordance with the University norms, our Institution has adopted the hybrid method of written tests and assignments.
4. As per the University norm, a teacher can give a maximum of five marks to a learner based on his overall performance, regularity and behaviour in the respective paper.
5. A student has to pass the internal examination of each paper and submit the assignment of each paper in each semester.
6. Those who miss any of the written tests, are given the opportunity to appear at the remedial tests in the respective papers.
7. The submission of assignments and appearing at the semester-end examination form an obligatory part of the internal assessment.
8. The Internal Evaluation System carries the weightage of 30%.
9. Students' objections are addressed by the Institution.
10. Those caught in malpractices during the written tests face punitive actions.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

2 5 2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient in 2020-21

1. The Institution's mechanism to deal with internal examination related grievances is transparent, time- bound and efficient.
2. The schedules of the Internal examinations and results thereof are announced in advance.
3. Learners' internal examination related grievances are collected through the prescribed form within the stipulated time after the results are declared.

4. The Examination Committee takes up each grievance and hands it over to the respective teacher.
5. All the teachers address their respective grievances to the satisfaction of the learners within the stipulated time.
6. Passing the written test and submission of the assignments is a necessary part of the internal evaluation and no exemption is given to any learner in this system.
7. Those caught in malpractices during the written tests face punitive actions.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Teachers and students are fully aware of the stated Programme and course outcomes of the UG and PG Programmes offered by the institution. The UG programs are offered with a specific outcome pertaining to the employability in view. They offer the basic qualifying degrees to the students for the most Government positions, Banking and corporate sectors. They also open the gateway for the professional programs like CA, CS, ICWA. The students obtaining the Bachelor's degree of BA or B Com can also get employment in the local business and industrial houses. The students opting for the optional course in computer in BA program enjoy value addition in terms of the employability.

Most B Com pass outs are getting employed by the local business and industrial houses. The students opting for the value-added Tally certificate program offered by the Institution can earn handsome packages. They are taken up by the local business and industrial houses.

The PG programs are offered with a specific outcome pertaining to the employability in view. They offer the basic qualifying degrees to the students vying for the positions in the HEIs and speciality positions. They also open the gateway for the students for the doctoral programs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

**Attainment of Programme outcomes and course outcomes are evaluated at regular intervals by the Institution**

In 1993, the Institution was founded as the first institution offering higher education in the east side of Ahmedabad, precisely with the sole aim of catering to the higher education needs of Naroda, then an undeveloped village. The Institution proved to be a boon especially to the girl students. Having graduated from our college, many students were recruited in the Government and corporate sectors.

Keeping in view the growing demand for the PG programs, the Institution introduced the PG programs in stages from 2006. Today we are the only Institution in the East Ahmedabad to run five PG programs. This happened precisely because the Management and the Institution evaluated Programme outcomes and course outcomes at regular intervals.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination during the year**

**740**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://www.appatelcollege.org/wp-content/uploads/2023/01/2\\_7\\_1\\_Student\\_Satisfaction\\_Survey.pdf](https://www.appatelcollege.org/wp-content/uploads/2023/01/2_7_1_Student_Satisfaction_Survey.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

00

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities were carried out in the community, sensitizing students to social issues for their holistic development, and impact thereof in 2020-21

The NSS Department led by Prof. Jagdish Vinayakrao Anerao played a very significant role by rendering humanitarian community services during the Covid pandemic. Four NSS volunteers had assisted the police during the lockdown. As many as 20 volunteers actively participated in the vaccination drive organized by the Ahmedabad Municipal Corporation. Besides, the NSS volunteers also distributed the sanitizers and face masks in the slums and adopted village of Limbadiya.

On January 26, 2021, the NSS Department had arranged a Blood Donation Camp on the campus. 51 units of blood was collected.

On January 30, 2021, the NSS volunteers distributed clothe and winter wears in the Nana Chiloda slums.

A deep sense of repaying the social obligation had developed among the NSS volunteers who had volunteered in these social activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 3.3.2 - Number of awards and recognitions received for extension activities from government

## / government recognized bodies during the year

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

1

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

100



File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

00

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

4 1 1The Institution has adequate infrastructure and physical facilities for teaching- learning. includingclassrooms, laboratories, computing equipment etc.

Facilities Existing Campus Area 3.22 acre Classrooms 18 Seminar Hall 1 Classrooms with LCD 18 Seminar Hall with ICT 1 Classrooms with Wifi 18 Other rooms in use 10 Smart Class rooms 2 Computers 65

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

4 1 2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga etc.

1. For cultural activities, the Institution has adequate facilities that include one Assembly Hall, huge open ground with elevated stage and 18 classrooms each equipped with LCD projectors and elevated stage.
2. For sports, games (indoor, outdoor), gymnasium, yoga, the Institution has adequate facilities that include a huge open ground, sport room, changing rooms for boys and girls, a huge terrace, a gymnasium and sport kits and tools for indoor and outdoor games.
3. Every year, the interclass sport competitions are held on the huge open ground in the campus.
4. Every year, the International Yoga Day is celebrated on the huge open ground in the campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

21

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

21

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

**4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)****4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

6.9

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource**

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Since 2011, the library is partly automated using Integrated Library Management System (ILMS). The software is SOUL 2.0. The process of shifting the library to a more spacious place had to be

kept on hold on account of the Covid restrictions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

1500

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

1. All classrooms have ICT support.
2. All faculty have been using ICT in teaching for several years.
3. During Covid restrictions, all teaching was conducted online on TEAMS platform.
4. Two smart class rooms have come up in the current academic year.
5. The new Assembly Hall will also have IT facilities.
6. The Institution had the BSNL Wi-Fi network but the Institutions is planning to upgrade the Wi-Fi network in near future.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

65

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

6.9

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The legitimate stake holders are allowed to utilize the facilities as per the Institutional norms.

The Institution has 18 classrooms with LCD projectors in addition to two smart classrooms and 10 other rooms for support services.

Separate parking for the faculty and students is provided.

The Assembly Hall canteen and playground form the part of the shared facility. The whole campus has the fire safety facilities and CCTV surveillance as per the Government's norms. The infrastructure of the Institution is fully owned and maintained by the Management.

The partly automated College library has also a reading room facility for the faculty and students. The reading room remains open for the students till 6 pm. The students are given two

tickets to borrow books. Three computers have been provided in the library which the students can use for the academic purpose.

The Institution has a computer centre for the students offering computer as an elective subject. Laptops have been provided to the faculty. A computer system is provided in the staff room for general use.

All students can avail of the Gymnasium facility. Kits and uniform are provided to the students who are representing the college at various sport events.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1095

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1119

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

00

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

00

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded



**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

249

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities**

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students’ representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**The Institution facilitates students’ representation and engagement in various administrative, co-curricular and extracurricular activities**

The student council is formed purely on merit. The CRs address the issues pertaining to their respective classes. 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 are engaged in the decision-making process of fixing the schedule of the internal examinations and various events like interclass completions, Annual Function and study tours. 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 are held at the behest of the Student Council every year. 1) Induction-Welcome Program for the freshers. 2) Teacher’s Day on September 5, the GS performs the role of the Head of the Institution. 3) Garba program during the Navaratri. 4) Annual Function and Farewell Program for the Semester - 6 students in March.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

00

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

### The Alumni Association Engagement in 2020-21

The Alumni Association of the Institution has been registered 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. Two-fold membership of the Association is available, viz Annual and Life time. The Report card is presented at the AGM of the Association during which the members also present a cultural program on the campus. In view of Covid pandemic in 2020-21, the Association had distributed face masks and sanitizers in Naroda. Every year, the Association undertakes a special drive to train the students for various sport events and Youth Festival of the Gujarat University. The Alumni Association plays a supportive role during the Three-fold celebrations of the Republic Day on the Campus every year. Around 20 past students serve as invigilators during the University examinations held on the campus.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs  
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Institution vision and mission of the institution aim at achieving excellent academic output by imparting quality education for the all-round development of the learners to equip them to face the challenges of the modern times.

The Management of the Institution therefore had decided to offer computer subject to the UG students and has by stages started the PG programs. Most UG and PG pass outs of our Institution are getting employed by the local corporate and industrial houses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The effective leadership is visible in various institutional practices such as decentralization and participative management. To ensure the decentralization and participative management, various committees are formed every year. Each faculty is made a member of one or more committees as per his aptitude and choice. Besides, each faculty is made the mentor of a class to prepare the teams for the Interclass competitions in sports and cultural activities in which over 1200 students participate. For participative management and decentralization, each faculty is assigned the affairs of one of the competitions.

The celebration of the Republic Day is a signature event that mark the decentralization and participative management in the

Institution. Every year, three different events are held simultaneously on 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, Eco Club and NSS ensure the participation of maximum students in the events as well as the smooth conduct of the three events.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic and perspective plans are effectively deployed through the UG and PG programs offered by the Institution. We therefore offer computer subject to the UG students to ensure employability.

The institution has by stages started the PG programs as a strategic plan of catering to the growing needs of the higher education in the society.

Most UG and PG pass outs of our Institution are getting employed by the local corporate and industrial houses. Thus, the institutional Strategic and perspective plans are effectively deployed.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution is founded only as per the norms of the Government and UGC, hence all rules, procedures are followed in the administrative setup, appointment and service rules.

The functioning of the institutional bodies including various committees and the statutory cells function effectively and efficiently without any fear or favour.

All these bodies, chaired by the head of the institution function strictly as per the University and the Governments norms.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

E. None of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

**6.3 - Faculty Empowerment Strategies**

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The permanent full-time members of the teaching and non-teaching

staff of the College enjoy the benefits of the Government welfare schemes. They have formed a 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 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.

Any member of the staff who retires from the Institution is felicitated as per the Institutional protocol.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1



File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

0

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

Every year, the staff meeting is held on the opening day of each term to work out the general strategy of for the teaching - learning process. Subsequently, department wise meetings are held for the micro planning of the respective departments.

At the end of each term, the general appraisal and stock taking take place in the staff meeting. Corrective measures are considered to meet the short falls, if any.

The Annual Report of the Institution is prepared and presented in the Annual Function. The same is also submitted to the Management for appraisal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 and objections, if any are settled strictly as per the existing Government rules.

The internal and external financial audits of the Staff co-operative Credit Society are conducted regularly and objections, if any are settled strictly as per the existing Government rules.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

**during the year (not covered in Criterion III)****6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

**6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources**

The Institution is not a profit-making body hence mobilizing fund has never been the aim of the Institution. The Institution has still not worked out any strategy for mobilizing funds.

For the optimal utilization of the resources, the Institution has started the PG programs after the UG classes are over.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5 - Internal Quality Assurance System**

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC meetings takes place at regular interval.

So far, Internal Quality Assurance Cell has contributed significantly for institutionalizing the quality assurance strategies and processes. Some of the highlights are as under;

1. The Star Batches have started.
2. The Wall magazine Navonmesh has started.
3. Fire safety measures and CCTV surveillance installed.
4. College Toppers at Sem 4 University examinations are

**felicitated with library support.**

**5. Eco club started.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

**During the IQAC meetings, the results of the University examinations are taken for consideration. Suggestions for improvement of the overall performance are implemented.**

**The Star Batches by English and Hindi Departments are the brain child of the IQAC.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Institution arranges various programs for the promotion of gender equity during the year. Some of them are;

1. Induction of the Freshers
2. International Yoga Day
3. Co-operative Training
4. Interclass Competitions of Cultural Activities and sport
5. The Wall Magazine Navonmesh
6. Teacher's Day Celebration
7. Programs on self-protection
8. Programs on health and hygiene
9. Various events and completions only for the girl students

Besides, the CWCD also arranges various programs for the girl students.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for C. Any 2 of the above

**alternate sources of energy and energy conservation measures** Solar energy  
**Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Nil

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The students of the Institution form a heterogeneous cross culture groups. They are from different language groups, faiths and economic backgrounds, still all of them live as the family members.

The male-female ratio of the students is almost 35: 66 still no case of gender harassment is reported.

As many as 35% of the students belong to the SC, ST categories, still no case of atrocity takes place.

The congenial atmosphere is largely due to the Institutional efforts-initiatives in providing an inclusive environment.

During the cultural events and competitions, the art and folk from whole India are presented which showcase the tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.

Celebrations of the Hindi Day, Mahakavi Kalidas Jayanti and Premchand Jayanti are the signature events of our Institution that inculcate the deep sense of tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities among our students.



File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The Institution organizes various events in order to sensitize all the stake holders of the Institution the constitutional obligations: values, rights, duties and responsibilities of citizens. Some of them are as under;

1. Celebrations of the Independence Day and Republic Day
2. Celebrations of the Constitution Day
3. Celebrations of the Electoral Day
4. Rally for electoral awareness
5. Campaign for Election Cards
6. Cloth distribution in slums
7. Participation in the vaccination drives
8. Blood donation
9. Cleanliness drive
10. Annual rural camp of the NSS volunteers.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are**

**organized**

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution organizes various events in order to celebrates / organizes national and international commemorative days, events and festivals. Some of them are as under;

1. Celebrations of the Independence Day and Republic Day
2. Celebrations of the Constitution Day
3. Celebrations of the Electoral Day
4. Celebrations of the International Yoga Day
5. Celebrations of the International women's day
6. Celebrations of the Teacher's Day
7. Celebrations of the Youth Day
8. Celebrations of the Aids Day
9. Celebrations of the Hindi Day
10. Celebrations of the Mahakavi Kalidas Jayanti
11. Celebrations of the Premchand Jayanti
12. Celebrations of Guru Purnima

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

**7.2 - Best Practices**

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. **Interclass competitions** - To provide equal opportunity to all the students to bring out their inner skills, the Institution holds interclass competitions in sport and cultural activities every year. Over 1200 students participate in these events. Class wise teams are prepared by the mentors of the respective classes. Students cutting across the caste-creed-language-faith-gender barriers overwhelmingly participate in over 30 events.
2. **Blood Donation Camp** - To sensitise all the stake holders for the humanity and social responsibility, the NSS Department of our Institution holds Blood Donation Camp on the Republic Day on the campus. It has been an unbroken practice of our Institution for over two decades. Even during the Covid pandemic days, we had collected 52 units of blood. A faculty Dr. Suresh Patel has donated blood for over 20 times. Rahul, an alumni, is a regular blood donor.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Nil

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

##### 1 1 1 The Institution's well-planned Curriculum Planning and Implementation mechanism for 2020-21

1. Curriculum Planning and Implementation mechanism had been worked out in the beginning of the academic year at an online meeting of the Staff. As per the Gujarat Govt. notification, online classes conducted on the TEAMS platform on account of the Covid 19. Students were inducted in the program specific groups created on the TEAMS platform.
2. Departmental micro planning was worked out by the respective departments.
3. Corrective steps were taken to address the students' suggestions/complaints.
4. Co-curriculum programs including International Yoga Day Celebrations, Teachers Day Celebrations and workshops were arranged online.
5. e-contents were provided to the students.
6. Value-added online Programs and workshops were conducted.
7. Remedial steps were taken by respective departments for the slow learners.
8. Proxy lectures were arranged.
9. Students Counselling Cell helped those students who needed counselling.
10. Library support including computers and Reading room facility was provided.
11. Six of the faculty members who happened to be the members of the BoSS, Gujarat University, had contributed to the Curriculum Planning and Implementation in their respective subjects at the University level.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

1 1 2 - The institution's adherence to the Academic Calendar including for the conduct of Continuous Internal Evaluation (CIE) in 2020-21

1. The Institution strictly adheres to the Institutional Academic Calendar which is prepared in tuning with the Academic Calendar of the University. However, on account of the Covid 19 pandemic, the Institutional Academic Calendar was marked by uncertainty but as a general practice, the Institutional Academic Calendar is communicated to all the stake holders as it is uploaded on the College website.
2. Strictly following the Covid 19 protocols, the Institution, Institution conducted the teaching and Continuous Internal Evaluation (CIE) on the TEAMS platform as per the Gujarat Govt. Notification in 2020-21. The Continuous Internal Evaluation was done strictly as per schedule and the results were communicated and uploaded on time.
3. Online workshop in Sharda script that was to be held in 2020-21 had to be rescheduled following the Covid 19 restrictions. The rest events took place as per schedule, the details of which have been furnished above in 1.1.1

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

10

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs

<b>during the year</b>	
00	
File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded
<b>1.3 - Curriculum Enrichment</b>	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>1 3 1 Institution integrates issues of Professional Ethics, Gender, Human Values, Environment and Sustainability into Curriculum in 2020-21</p> <ol style="list-style-type: none"> <li>1. The Institution arranges co-curriculum activities to integrate issues of Professional Ethics, Gender, Human Values, Environment and Sustainability into Curriculum.</li> <li>2. Study tours are arranged to inculcate Professional Ethics.</li> <li>3. NSS and CWCD arrange various programs to inculcate Gender sensitivity and Human Values.</li> <li>4. NSS and Eco Club conducts various programs including Tree plantation to inculcate Environment sensitivity and Sustainability.</li> <li>5. Environment Day is celebrated in the last week of December every year.</li> </ol>	
File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded
<b>1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year</b>	
00	

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

### 1.3.3 - Number of students undertaking project work/field work/ internships

00

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

**B. Any 3 of the above**



File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

970

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

338

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

### 2 2 1 - The Institution's special Programmes for advanced learners and slow learners in 2020-21

The institution assesses the learning levels of the students and organizes the following special Programmes for advanced learners and slow learners;

1. Based on the performance at the BA Sem-2 University Examinations, a merit list is prepared for the Star Batch of the advanced learners in Hindi and English core courses.
2. Extra coaching is given to the advanced learners of the Star Batches with the focus on Self learning and e-resources.
3. The College toppers at the BA Sem - 4 and B Com Sem - 4 University Examinations are rewarded with the Free Book sets of their respective Sem - 5 & 6 programs.
4. The College topper at the Sem - 4 University Examinations is made the GS of the Students Council and the girl topper at the Sem - 4 University Examinations is made the LR.
5. The GS is given the charge of the Head of the Institution on the Teacher's Day.
6. A bridge program for the slow learners in English is arranged for the BA Sem - 1 students during July-August every year.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2024	22

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

2 3 1 Student centric methods used for enhancing learning experiences in 2020-21

The Institution assesses the learning levels of the students and organizes the following student centric methods for advanced learners;

1. Based on the performance at the BA Sem-2 University Examinations, a merit list is prepared for the Star Batch of the advanced learners in Hindi and English core courses.
2. Extra coaching is given to the advanced learners of the Star Batches with the focus on Self learning and e-resources.
3. General interactive and participative discussion is encouraged for enhancing learning experiences during the weekly sessions of the respective subjects.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

2 3 2 Teachers use ICT for effective teaching-learning process in 2020-21

1. Following Covid 19 restrictions, all the teaching-learning process was conducted online on the TEAMS platform for most part of 2020-21.

2. All 18 classrooms are equipped with the LCD projectors.
3. All the faculty have been provided with the laptops by the Institution for extensive use of the ICT for effective teaching-learning process.
4. Teachers extensively use ICT for effective teaching-learning process.
5. Students are encouraged to explore the E-resources.
6. Special thrust is given on the ICT based teaching-learning for the Star Batch students.
7. A special computer training for the teachers is arranged in the Institution every year.
8. Two Smart classrooms are available for use.
9. The Assembly Hall is also equipped with the LCD projector.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.appatelcollege.org/wp-content/uploads/2023/01/2_3_2_Teachers_use_ICT_2020-21.pdf">https://www.appatelcollege.org/wp-content/uploads/2023/01/2_3_2_Teachers_use_ICT_2020-21.pdf</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

22

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

413

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

**2 5 1 Transparent and robust Mechanism of internal assessment in terms of frequency and mode in 2020-21**

1. The internal assessment mechanism of our Institution is completely transparent and robust.
2. Prior to the introduction of the CBCS in 2012-13, the Institution had adopted the Weekly Tests System but it was discontinued from the year 2012-13.
3. In accordance with the University norms, our Institution has adopted the hybrid method of written tests and assignments.
4. As per the University norm, a teacher can give a maximum of five marks to a learner based on his overall performance, regularity and behaviour in the respective paper.
5. A student has to pass the internal examination of each paper and submit the assignment of each paper in each semester.
6. Those who miss any of the written tests, are given the opportunity to appear at the remedial tests in the respective papers.
7. The submission of assignments and appearing at the semester-end examination form an obligatory part of the internal assessment.
8. The Internal Evaluation System carries the weightage of 30%.
9. Students' objections are addressed by the Institution.
10. Those caught in malpractices during the written tests face punitive actions.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

**2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient**

**2 5 2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient in 2020-21**

1. The Institution's mechanism to deal with internal examination related grievances is transparent, time-bound and efficient.
2. The schedules of the Internal examinations and results

thereof are announced in advance.

3. Learners' internal examination related grievances are collected through the prescribed form within the stipulated time after the results are declared.
4. The Examination Committee takes up each grievance and hands it over to the respective teacher.
5. All the teachers address their respective grievances to the satisfaction of the learners within the stipulated time.
6. Passing the written test and submission of the assignments is a necessary part of the internal evaluation and no exemption is given to any learner in this system.
7. Those caught in malpractices during the written tests face punitive actions.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Teachers and students are fully aware of the stated Programme and course outcomes of the UG and PG Programmes offered by the institution. The UG programs are offered with a specific outcome pertaining to the employability in view. They offer the basic qualifying degrees to the students for the most Government positions, Banking and corporate sectors. They also open the gateway for the professional programs like CA, CS, ICWA. The students obtaining the Bachelor's degree of BA or B Com can also get employment in the local business and industrial houses. The students opting for the optional course in computer in BA program enjoy value addition in terms of the employability.

Most B Com pass outs are getting employed by the local business and industrial houses. The students opting for the value-added Tally certificate program offered by the Institution can earn handsome packages. They are taken up by the local business and industrial houses.

The PG programs are offered with a specific outcome pertaining to the employability in view. They offer the basic qualifying degrees to the students vying for the positions in the HEIs and speciality positions. They also open the gateway for the students for the doctoral programs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of Programme outcomes and course outcomes are evaluated at regular intervals by the Institution

In 1993, the Institution was founded as the first institution offering higher education in the east side of Ahmedabad, precisely with the sole aim of catering to the higher education needs of Naroda, then an undeveloped village. The Institution proved to be a boon especially to the girl students. Having graduated from our college, many students were recruited in the Government and corporate sectors.

Keeping in view the growing demand for the PG programs, the Institution introduced the PG programs in stages from 2006. Today we are the only Institution in the East Ahmedabad to run five PG programs. This happened precisely because the Management and the Institution evaluated Programme outcomes and course outcomes at regular intervals.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination**



**during the year**

740

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

**2.7 - Student Satisfaction Survey**

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://www.appatelcollege.org/wp-content/uploads/2023/01/2\\_7\\_1\\_Student\\_Satisfaction\\_Survey.pdf](https://www.appatelcollege.org/wp-content/uploads/2023/01/2_7_1_Student_Satisfaction_Survey.pdf)

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research**

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and**

<b>non-government agencies during the year</b>	
00	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
<b>3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year</b>	
1	
File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>
<b>3.2 - Research Publications and Awards</b>	
<b>3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year</b>	
<b>3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
00	

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities were carried out in the community, sensitizing students to social issues for their holistic development, and impact thereof in 2020-21

The NSS Department led by Prof. Jagdish Vinayakrao Anerao played a very significant role by rendering humanitarian community services during the Covid pandemic. Four NSS volunteers had assisted the police during the lockdown. As many as 20 volunteers actively participated in the vaccination drive organized by the Ahmedabad Municipal Corporation. Besides, the NSS volunteers also distributed the sanitizers and face masks in the slums and adopted village of Limbadiya.

On January 26, 2021, the NSS Department had arranged a Blood Donation Camp on the campus. 51 units of blood was collected.

On January 30, 2021, the NSS volunteers distributed clothe and winter wears in the Nana Chiloda slums.

A deep sense of repaying the social obligation had developed among the NSSvolunteers who had volunteered in these social activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

100

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration****3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

00

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year****3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

4 1 1The Institution has adequate infrastructure and physical facilities for teaching- learning. includingclassrooms, laboratories, computing equipment etc.

Facilities Existing Campus Area 3.22 acre Classrooms 18 Seminar Hall 1 Classrooms with LCD 18 Seminar Hall with ICT 1 Classrooms with Wifi 18 Other rooms in use 10 Smart Class rooms 2 Computers 65

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

4 1 2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga etc.

1. For cultural activities, the Institution has adequate facilities that include one Assembly Hall, huge open ground with elevated stage and 18 classrooms each equipped with LCD projectors and elevated stage.
2. For sports, games (indoor, outdoor), gymnasium, yoga, the Institution has adequate facilities that include a huge

open ground, sport room, changing rooms for boys and girls, a huge terrace, a gymnasium and sport kits and tools for indoor and outdoor games.

3. Every year, the interclass sport competitions are held on the huge open ground in the campus.
4. Every year, the International Yoga Day is celebrated on the huge open ground in the campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

21

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

21

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

6.9

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Since 2011, the library is partly automated using Integrated Library Management System (ILMS). The software is SOUL 2.0. The process of shifting the library to a more spacious place had to be kept on hold on account of the Covid restrictions.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)



**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year**

1500

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

1. All classrooms have ICT support.
2. All faculty have been using ICT in teaching for several years.
3. During Covid restrictions, all teaching was conducted online on TEAMS platform.
4. Two smart class rooms have come up in the current academic year.
5. The new Assembly Hall will also have IT facilities.
6. The Institution had the BSNL Wi-Fi network but the Institutions is planning to upgrade the Wi-Fi network in near future.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

65

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

**4.3.3 - Bandwidth of internet connection in the Institution** B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**

**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

6.9

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The legitimate stake holders are allowed to utilize the facilities as per the Institutional norms.

The Institution has 18 classrooms with LCD projectors in addition to two smart classrooms and 10 other rooms for support services.

Separate parking for the faculty and students is provided.

The Assembly Hall canteen and playground form the part of the shared facility. The whole campus has the fire safety facilities and CCTV surveillance as per the Government's norms. The infrastructure of the Institution is fully owned and maintained by the Management.

The partly automated College library has also a reading room facility for the faculty and students. The reading room remains open for the students till 6 pm. The students are given two tickets to borrow books. Three computers have been provided in the library which the students can use for the academic purpose.

The Institution has a computer centre for the students offering computer as an elective subject. Laptops have been provided to the faculty. A computer system is provided in the staff room for general use.

All students can avail of the Gymnasium facility. Kits and uniform are provided to the students who are representing the college at various sport events.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

1095

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

1119

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

00

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

00

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

249

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

**government examinations) during the year**

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

**5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )**

**The Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities**

The student council is formed purely on merit. The CRs address the issues pertaining to their respective classes. 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 are engaged in the decision-making process of fixing the schedule of the internal examinations and various events like interclass completions, Annual Function and study tours. 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 are held at the behest of the Student Council every year. 1) Induction-Welcome Program for the freshers. 2) Teacher's Day on September 5, the GS performs the role of the Head of the Institution. 3) Garba program during the Navaratri. 4) Annual Function and Farewell Program for the Semester - 6 students in March.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

00

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services



**The Alumni Association Engagement in 2020-21**

The Alumni Association of the Institution has been registered 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. Two-fold membership of the Association is available, viz Annual and Life time. The Report card is presented at the AGM of the Association during which the members also present a cultural program on the campus. In view of Covid pandemic in 2020-21, the Association had distributed face masks and sanitizers in Naroda. Every year, the Association undertakes a special drive to train the students for various sport events and Youth Festival of the Gujarat University. The Alumni Association plays a supportive role during the Three-fold celebrations of the Republic Day on the Campus every year. Around 20 past students serve as invigilators during the University examinations held on the campus.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Institution vision and mission of the institution aim at achieving excellent academic output by imparting quality education for the all-round development of the learners to

equip them to face the challenges of the modern times.

The Management of the Institution therefore had decided to offer computer subject to the UG students and has by stages started the PG programs. Most UG and PG pass outs of our Institution are getting employed by the local corporate and industrial houses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The effective leadership is visible in various institutional practices such as decentralization and participative management. To ensure the decentralization and participative management, various committees are formed every year. Each faculty is made a member of one or more committees as per his aptitude and choice. Besides, each faculty is made the mentor of a class to prepare the teams for the Interclass competitions in sports and cultural activities in which over 1200 students participate. For participative management and decentralization, each faculty is assigned the affairs of one of the competitions.

The celebration of the Republic Day is a signature event that mark the decentralization and participative management in the Institution. Every year, three different events are held simultaneously on 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, Eco Club and NSS ensure the participation of maximum students in the events as well as the smooth conduct of the three events.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic and perspective plans are effectively deployed through the UG and PG programs offered by the Institution. We therefore offer computer subject to the UG students to ensure employability.

The institution has by stages started the PG programs as a strategic plan of catering to the growing needs of the higher education in the society.

Most UG and PG pass outs of our Institution are getting employed by the local corporate and industrial houses. Thus, the institutional Strategic and perspective plans are effectively deployed.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution is founded only as per the norms of the Government and UGC, hence all rules, procedures are followed in the administrative setup, appointment and service rules.

The functioning of the institutional bodies including various

committees and the statutory cells function effectively and efficiently without any fear or favour.

All these bodies, chaired by the head of the institution function strictly as per the University and the Governments norms.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

E. None of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

The permanent full-time members of the teaching and non-teaching staff of the College enjoy the benefits of the Government welfare schemes. They have formed a 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 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.

Any member of the staff who retires from the Institution is felicitated as per the Institutional protocol.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

0

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Every year, the staff meeting is held on the opening day of each term to work out the general strategy of for the teaching - learning process. Subsequently, department wise meetings are

held for the micro planning of the respective departments.

At the end of each term, the general appraisal and stock taking take place in the staff meeting. Corrective measures are considered to meet the short falls, if any.

The Annual Report of the Institution is prepared and presented in the Annual Function. The same is also submitted to the Management for appraisal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### **6.4 - Financial Management and Resource Mobilization**

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 and objections, if any are settled strictly as per the existing Government rules.

The internal and external financial audits of the Staff co-operative Credit Society are conducted regularly and objections, if any are settled strictly as per the existing Government rules.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The Institution is not a profit-making body hence mobilizing fund has never been the aim of the Institution. The Institution has still not worked out any strategy for mobilizing funds.

For the optimal utilization of the resources, the Institution has started the PG programs after the UG classes are over.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes



The IQAC meetings takes place at regular interval.

So far, Internal Quality Assurance Cell has contributed significantly for institutionalizing the quality assurance strategies and processes. Some of the highlights are as under;

1. The Star Batches have started.
2. The Wall magazine Navonmesh has started.
3. Fire safety measures and CCTV surveillance installed.
4. College Toppers at Sem 4 University examinations are felicitated with library support.
5. Eco club started.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

During the IQAC meetings, the results of the University examinations are taken for consideration. Suggestions for improvement of the overall performance are implemented.

The Star Batches by English and Hindi Departments are the brain child of the IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or**

**D. Any 1 of the above**

**international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

**INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The Institution arranges various programs for the promotion of gender equity during the year. Some of them are;

1. Induction of the Freshers
2. International Yoga Day
3. Co-operative Training
4. Interclass Competitions of Cultural Activities and sport
5. The Wall Magazine Navonmesh
6. Teacher's Day Celebration
7. Programs on self-protection
8. Programs on health and hygiene
9. Various events and completions only for the girl students

Besides, the CWCD also arranges various programs for the girl students.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Nil

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water**

E. None of the above

<b>bodies and distribution system in the campus</b>	
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b> <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3. Pedestrian Friendly pathways</b></li> <li><b>4. Ban on use of Plastic</b></li> <li><b>5. landscaping with trees and plants</b></li> </ol>	<b>B. Any 3 of the above</b>
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</b> <ol style="list-style-type: none"> <li><b>1. Green audit</b></li> <li><b>2. Energy audit</b></li> <li><b>3. Environment audit</b></li> <li><b>4. Clean and green campus recognitions/awards</b></li> <li><b>5. Beyond the campus environmental promotional activities</b></li> </ol>	<b>E. None of the above</b>

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The students of the Institution form a heterogeneous cross culture groups. They are from different language groups, faiths and economic backgrounds, still all of them live as the family members.

The male-female ratio of the students is almost 35: 66 still no case of gender harassment is reported.

As many as 35% of the students belong to the SC, ST categories, still no case of atrocity takes place.

The congenial atmosphere is largely due to the Institutional efforts-initiatives in providing an inclusive environment.

During the cultural events and competitions, the art and folk from whole India are presented which showcase the tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.

Celebrations of the Hindi Day, Mahakavi Kalidas Jayanti and Premchand Jayanti are the signature events of our Institution that inculcate the deep sense of tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities among our students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The Institution organizes various events in order to sensitize all the stake holders of the Institution the constitutional obligations: values, rights, duties and responsibilities of citizens. Some of them are as under;

1. Celebrations of the Independence Day and Republic Day
2. Celebrations of the Constitution Day
3. Celebrations of the Electoral Day
4. Rally for electoral awareness
5. Campaign for Election Cards
6. Cloth distribution in slums
7. Participation in the vaccination drives
8. Blood donation
9. Cleanliness drive
10. Annual rural camp of the NSS volunteers.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

**The Institution organizes various events in order to celebrates / organizes national and international commemorative days, events and festivals. Some of them are as under;**

- 1. Celebrations of the Independence Day and Republic Day**
- 2. Celebrations of the Constitution Day**
- 3. Celebrations of the Electoral Day**
- 4. Celebrations of the International Yoga Day**
- 5. Celebrations of the International women's day**

6. Celebrations of the Teacher's Day
7. Celebrations of the Youth Day
8. Celebrations of the Aids Day
9. Celebrations of the Hindi Day
10. Celebrations of the Mahakavi Kalidas Jayanti
11. Celebrations of the Premchand Jayanti
12. Celebrations of Guru Purnima

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. **Interclass competitions** - To provide equal opportunity to all the students to bring out their inner skills, the Institution holds interclass competitions in sport and cultural activities every year. Over 1200 students participate in these events. Class wise teams are prepared by the mentors of the respective classes. Students cutting across the caste-creed-language-faith-gender barriers overwhelmingly participate in over 30 events.
2. **Blood Donation Camp** - To sensitise all the stake holders for the humanity and social responsibility, the NSS Department of our Institution holds Blood Donation Camp on the Republic Day on the campus. It has been an unbroken practice of our Institution for over two decades. Even during the Covid pandemic days, we had collected 52 units of blood. A faculty Dr. Suresh Patel has donated blood for over 20 times. Rahul, an alumni, is a regular blood donor.



File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Nil

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

7 3 2 Plan of action for the next academic year of 2021-22

1. Upgradation of the library services
2. Installation of the solar power plant
3. Promotion of the Research Activity
4. Conducting value added courses for employability
5. Promotion steps for quality enhancement