



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

SMT AP PATEL ARTS AND LATE SHRI
NP PATEL COMMERCE COLLEGE,
AHMEDABAD

- Name of the Head of the institution **Dr. Ramesh J. Chaudhari**
- Designation **Principal (in-charge)**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **07922816582**
- Mobile No: **9824131922**
- Registered e-mail **naroda_naac@yahoo.com**
- Alternate e-mail **anerao_jagdish@rediffmail.com**
- Address **PK Patel Vidya Mandir Campus, Nr. Muni. School, Naroda**
- City/Town **Ahmedabad**
- State/UT **Gujarat**
- Pin Code **382330**

2.Institutional status

- 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. **07922816582**
- Mobile **9825604664**
- IQAC e-mail address **naroda_naac@yahoo.com**
- Alternate e-mail address **anerao_jagdish@rediffmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

https://www.appatelcollege.org/wp-content/uploads/2023/01/AQAR_2020-21.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://www.appatelcollege.org/wp-content/uploads/2023/02/A_4_Institutional_Academicfor_2021-22.pdf

5. Accreditation Details

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

6. Date of Establishment of IQAC

15/06/2007

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	NA	NA	NA	00

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 1

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

Launching of the Smart Classrooms

Shifting of the Library and reading room to more spacious hall

Functioning of the Eco Club

Functioning of the Star Batch

Use of the ICT in teaching and learning

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

Plan of Action	Achievements/Outcomes
<p>Promotion of Extensive Use of the ICT in teaching and learning and launching of a Smart classroom</p>	<p>All members of the faculty extensively used the ICT and the TEAMS platform for online teaching as per the State Government notification. A Smart class room was successfully launched.</p>
<p>Functioning of the Eco Club</p>	<p>The Eco Club that was launched at the suggestion of the IQAC, conducted a host of activities, including tree plantation, rally, discourse, to sensitize the students for the environment protection and conservation.</p>
<p>Major thrust to health and hygiene in view of the pandemic</p>	<p>On the suggestion by the IQAC, major thrust was given to health and hygiene in view of the pandemic. The campus was regularly sanitized and face masks, sanitizers and sanitary pads were distributed free of charge to the needy.</p>
<p>Encouragement to students to explore e-resources</p>	<p>In view of the pandemic, the classes had to be conducted offline as well as 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.</p>
<p>Functioning of the Star Batch</p>	<p>On the suggestion by the IQAC earlier, a Star Batch was started by the Hindi Department for promotion of quality enhancement. From the year of 2020-21, the English Department has also started a Star Batch.</p>

13. Whether the AQAR was placed before

Yes

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
Shri Naroda Kelvani Mandal	07/02/2023

14. Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	SMT AP PATEL ARTS AND LATE SHRI NP PATEL COMMERCE COLLEGE, AHMEDABAD
• Name of the Head of the institution	Dr. Ramesh J. Chaudhari
• Designation	Principal(in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07922816582
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• Address	PK Patel Vidya Mandir Campus, Nr. Muni. School, Naroda
• City/Town	Ahmedabad
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• Pin Code	382330
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• Type of Institution	Co-education
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• Financial Status	Grants-in aid
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• Name of the IQAC Coordinator	Jagdish Vinayakrao Anerao

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Shifting of the Library and reading room to more spacious hall		
Functioning of the Eco Club		
Functioning of the Star Batch		
Use of the ICT in teaching and learning		
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13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<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>07/02/2023</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Shri Naroda Kelvani Mandal	07/02/2023
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Shri Naroda Kelvani Mandal	07/02/2023				
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<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2021-22</td> <td>18/01/2023</td> </tr> </tbody> </table>		Year	Date of Submission	2021-22	18/01/2023
Year	Date of Submission				
2021-22	18/01/2023				
15. Multidisciplinary / interdisciplinary					
Nil					
16. Academic bank of credits (ABC):					
NIL					
17. Skill development:					
<p>1) Online and Offline Co-operative Training Camps were organized by the Institution in July and August 2021.</p> <p>2) Online Workshop on Manuscriptology was organized by the Institution in September 2021.</p> <p>3) Training program for Self-defence Skills was organized by the Institution in March 2022.</p>					
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)					
<p>1) Every day, the Academic activities begin with the live recital of the National Song and prayers.</p> <p>2) Sanskrit, Hindi and Gujarati languages are offered as Core Courses at both UG and PG Programs.</p> <p>3) Online resources are provided to the learners of the Sanskrit, Hindi and Gujarati languages.</p> <p>4) Festivals are celebrated strictly keeping in view the Indian</p>					

Knowledge System.

5) Various Days are celebrated strictly keeping in view the Indian Knowledge System.

6) A Yajna is held on January 1 every year to welcome the new year.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The Institution offers the following programs;

UG

1. BA in English,
2. BA in Hindi
3. BA in Gujarati
4. BA in Sanskrit
5. B Com

PG

1. MA in English
2. MA in Hindi
3. MA in Gujarati
4. MA in Sanskrit
5. M Com

These programs are offered with a specific Focus on Outcome based education (OBE) - the employability in view. They offer the basic qualifying degrees to the students for the most Government positions, service and corporate sectors. They also open up the gateway for the professional programs like CA, CS, ICWA. The UG and PG pass outs are generally employed by the local business hubs.

The students opting for the elective course in computer in BA program enjoy better employability.

The students opting for the value-added certificate programs of Tally and Co-operative Training, offered by the Institution, have better opportunities of the employment.

The PG programs, offered with a specific outcome of the employability in view also 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 doctoral programs.

20.Distance education/online education:

The Distance Learning Programs are offered to the learners at the Study Centre of Dr. BAOU on our campus. In 2021-22, 108 students had been enrolled in 7 different Distance Learning Programs of Dr. BAOU.

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	View File

2.Student

2.1

2617

Number of students during the year

File Description	Documents
Data Template	View File

2.2

505

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

File Description	Documents
Data Template	View File

2.3

699

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	23
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	26
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	22
4.2 Total expenditure excluding salary during the year (INR in lakhs)	9,57,491.00
4.3 Total number of computers on campus for academic purposes	65
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	
<ol style="list-style-type: none"> 1. Curriculum Planning and Implementation mechanism had been worked out in the beginning of the academic year during the Staff meeting. The classes conducted on the Hybrid Mode as per the Gujarat Govt. guidelines. 2. Departmental micro planning was worked out by the respective departments. 3. The faculty used the ICT in teaching. e-contents were provided to the students. 4. Internal evaluation and uploading of the results were done 	

as per schedule.

5. Corrective steps were taken to address the students' suggestions/complaints.
6. Co-curriculum programs including Expert's Lectures and Celebrations of Special Dyas were arranged on the Hybrid Mode.
7. Value-added programs were conducted on the Hybrid Mode.
8. Bridge Course in English was arranged for the slow learners in English.
9. Meritorious students were inducted in the Star Batch.
10. Proxy lectures were arranged, when needed.
11. Students Counselling Cell helped those who needed counselling.
12. Library support including computers and Reading room facility was provided.

Six of the faculty members who happened to be the members of the BoSSs, 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	View File
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. The Institution strictly adheres to the Institutional Academic Calendar which was prepared in tuning with the Academic Calendar of the University. As a general practice, the Institutional Academic Calendar is communicated to all the stake holders and it is uploaded on the College website.
2. Strictly following the Covid 19 protocols in force, the Institution conducted the teaching on the Hybrid mode and Continuous Internal Evaluation (CIE) on the offline mode as per the Gujarat Govt. Notification. The Continuous Internal Evaluation was done strictly as per schedule and the results were communicated and uploaded on time.
3. Most events took place as per the Academic Calendar schedule.

File Description	Documents
Upload relevant supporting documents	View File
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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
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)	View File

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)

00

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. Despite little scope, the faculty of the Institution takes care to integrate issues of Professional Ethics, Gender, Human Values, Environment and Sustainability into Curriculum through practice.
2. To inculcate the human values and ethics, we begin the day with the live recital of the National Song and prayer.
3. Study tours and Experts lectures are arranged to inculcate Professional Ethics. They also sensitise the learners about the Gender equality and Human Values.
4. NSS and CWCD arrange various programs to inculcate Gender sensitivity and Human Values.
5. NSS and Eco Club conducts various programs including Tree plantation to inculcate Environment sensitivity and

Sustainability.

6. Environment Day is celebrated in the last week of December every year.
7. To address the issues of Environment and Sustainability, the Management has installed the roof top solar power plants on the Campus.
8. Vehicle sharing and use of bicycle by the faculty showcase our concern for Environment and Sustainability.
9. All the stake holders of the Institution follow 'Save water, save power' norm.

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	A. All of the above
File Description	Documents
URL for stakeholder feedback report	No File Uploaded
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	
930	

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

401

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

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

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

1. The toppers in the respective subjects are felicitated with the Institutional Scholarships.
2. 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.
3. Extra coaching is given to the advanced learners of the Star Batches with the focus on Self learning and e-resources.
4. 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.
5. 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.
6. The GS is given the charge of the Head of the Institution on the Teacher's Day.
7. 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	No File Uploaded

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

Number of Students	Number of Teachers
2173	23

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

The Institution follows the following student centric methods for enhancing learning experiences of the learners;

1. The faculty ensure the learners' participation through interactive teaching.
2. Problem-solving methodologies are used for enhancing learning experiences particularly in the Commerce classes.
3. 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 for experiential learning.
4. Extra coaching is given to the advanced learners of the Star Batches with the focus on Self learning and e-resources.
5. Participative discussion is encouraged for enhancing learning experiences during the weekly sessions of the respective subjects.
6. In order to facilitate the student centric learning, the departments as well as our Institution organize various co-curricular activities every year.
7. Interclass competitions in sports and cultural activities provide the exposure to the students to bring out and showcase their potentials at the institutional level and beyond.
8. To enhance the student centric approach, Quiz contests are held by various departments.

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

1. Following Covid 19 restrictions, all the teaching-learning process was conducted on the hybrid mode as per the Government guidelines till August 2021. On both the modes the teachers extensively used the ICT.
2. All 18 classrooms are equipped with the LCD projectors.
3. A Smart classroom is also available for multiple purposes.
4. All the faculty have been provided with the laptops by the Institution for extensive use of the ICT for effective teaching-learning process.
5. Teachers extensively use ICT for effective teaching-learning process.
6. Students are encouraged to explore the E-resources.
7. Special thrust is given on the ICT based teaching-learning for the Star Batch students.
8. A special computer training for the teachers is arranged in the Institution every year.
9. Three computers have been provided to the learners in the library.
10. 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	Nil

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

23

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

2.4 - Teacher Profile and Quality

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

23

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
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)	View File

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

436

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

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 scrapped from the year 2012-13.
3. The Internal Evaluation is a continual process that includes the hybrid method of submission of assignments and written tests.
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 and submit the assignment of each paper to clear the Internal Evaluation in each semester.
6. Those who miss any of the written tests, are given the opportunity to appear at the remedial tests in their respective papers.
7. The submission of assignments and passing the semester-end examinations form an obligatory part of the internal assessment.
8. The Internal Evaluation System carries the weightage of 30%.
9. Those caught in malpractices during the written tests face punitive actions.
10. The results of the Internal Evaluation are uploaded on the Institutional website within the stipulated time.
11. Students' redressals are addressed to by the Examination Committee of the Institution within the stipulated time.

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

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 are communicated in advance.
3. results of the Internal examinations are uploaded on the institutional website within the stipulated time.
4. Learners' internal examination related grievances are collected through the prescribed form within the stipulated time after the results are declared.
5. The Examination Committee takes up each grievance and hands it over to the respective teacher.
6. All the teachers address their respective grievances to the satisfaction of the learners within the stipulated time.
7. Passing the written test and submission of the assignments if all the respective papers form a necessary part of the internal evaluation system and no exemption is given to any learner in this system.
8. 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.

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 program offered by the Institution 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.

In 1993, the Institution was founded as the first institution offering five programs in the 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, as a result of which we run the PG Centre offering Five PG programs. 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.

The evaluation of Programme outcomes and course outcomes at regular intervals prompted the Institution to start the English Medium classes in the B Com program from the academic year 2015-16 which have received overwhelming response since then.

The Institution offer elective course in computer that adds a value addition to the learners.

We also offer the Tally Training program to our students as a value-added program keeping in view the employability.

The programme outcomes and course outcomes show that most pass-outs get employed by the local business houses and industries.

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

778

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
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/2023/01/271StudentSatisfactionSurvey.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**

3

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

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

11

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

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 2021-22

- The volunteers of NSS and Eco Club planted trees in their societies in July 2021.
- The NSS Department led by Prof. Jagdish Vinayakrao Anerao played a very significant role by rendering humanitarian community services during the Covid pandemic. As many as 20 volunteers actively participated for almost one month in the Covid vaccination drive organized by the Ahmedabad Municipal Corporation.
- At the behest of the Gujarat University NSS Department, special Three-Day Camps were held by the NSS Department of the Institution to mark the Azadi ka Amrit Mahotsav in Limbadiya and Paradhol villages in October 2021. Programs on health and hygiene, cleanliness drive and environment were held.
- The NSS volunteers also distributed the sanitizers and face masks in the slums and adopted village of Limbadiya and Paradhol.
- On December 1, 2021, an informative program was held by the NSS Department to mark the Aids Day.
- On January 26, 2022, the NSS Department had arranged a Blood Donation Camp on the campus. 212 units of blood was collected. The volunteers of NSS and Eco Club actively participated.
- On January 30, 2022, the NSS volunteers distributed clothes and winter wears in the Nana Chiloda slums.
- To mark the International Women’s Day, the NSS volunteers also distributed the Sanitary Pads in the Government Primary Schools of Limbadiya and Paradhol villages.

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

9

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)	View File

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

550

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)	View File

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.

The Institution has adequate infrastructure and physical facilities for teaching- learning. including classrooms, computing equipment etc.in 2021-22

F

Facilities

Existing

Campus Area

3.22 acre

Classrooms

18

Assembly Hall

1

Classrooms with LCD

18

Seminar Hall with ICT

1

Classrooms with Wi-Fi

18

Gymnasium

1

Other rooms in use

10

Smart Class rooms

2

Library

1

Reading Room

1

Computer Centre

1

Computers

65

Play ground

Parking

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.

The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga etc in 2021-22.

1. For cultural activities, the Institution has adequate facilities that include one A/c Assembly Hall, one A/c Seminar Hall, spacious open ground with elevated stage for sports and cultural events 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, a gymnasium, separate changing rooms for boys and girls, a huge terrace, and sport kits and tools for indoor and outdoor games.
3. Every year, the International Yoga Day is celebrated on the open ground in the campus.
4. Every year, the interclass competitions of cultural activities are held in various rooms and the A/c Assembly Hall.

5. Every year, the interclass competitions of sports are held on the huge open ground in the campus.
6. Every year, various events, including the Induction for the freshers in July, a cultural program on January 26, and the Annual Program in March are held in the Assembly Hall.
7. The Departmental cultural events and Celebrations of special days are held in the Classrooms and the Assembly Hall.

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)	View File

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)

9.6

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)	View File

4.2 - Library as a Learning Resource

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 total automation in the library is in the pipeline.
- The process for Inflibnet access is in the pipeline.

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)**31950**

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)	View File

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****350**

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**

1. The IT facilities are updated from time to time as per the requirements.
2. Three computers have been provided to the students in the library.
3. The new library premises and reading room have Wi-Fi facility.
4. All classrooms have ICT support.
5. All faculty have been using ICT in teaching for several years.
6. Following the Covid protocols, all teaching was conducted the hybrid platforms.
7. Two smart class rooms have come up in the current academic year.
8. The new Assembly Hall will also have IT facilities.
9. The Institution 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)

9.6

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)	View File

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 without any discrimination.
- The infrastructure of the Institution is fully owned and maintained by the Management.
- The whole campus has the fire safety facilities and CCTV surveillance as per the Government's norms.
- The Institution has 18 classrooms with LCD projectors in addition to two smart classrooms and 10 other rooms for support services to carry out the routine activities.
- Separate parking for the faculty and students is provided.
- The Assembly Hall, Canteen and playground form the part of the shared facilities.
- The partly automated College library has also a reading room facility for the faculty and students. All enrolled students can avail all library facilities as per the norms.
- The reading room for the students remains open for the students till 6 pm.
- 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 to enable them to use of the ICT. A computer system is provided in the staff room for general use.
- All students can avail of the Gymnasium and sport facilities. 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

833

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)	View File

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

27

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)	View File

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	B. 3 of the above								
<table border="1"> <thead> <tr> <th data-bbox="82 436 533 506">File Description</th> <th data-bbox="533 436 1439 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="82 506 533 613">Link to institutional website</td> <td data-bbox="533 506 1439 613" style="text-align: center;">Nil</td> </tr> <tr> <td data-bbox="82 613 533 683">Any additional information</td> <td data-bbox="533 613 1439 683" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="82 683 533 815">Details of capability building and skills enhancement initiatives (Data Template)</td> <td data-bbox="533 683 1439 815" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Link to institutional website	Nil	Any additional information	No File Uploaded	Details of capability building and skills enhancement initiatives (Data Template)	View File	
File Description	Documents								
Link to institutional website	Nil								
Any additional information	No File Uploaded								
Details of capability building and skills enhancement initiatives (Data Template)	View File								
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									
<table border="1"> <thead> <tr> <th data-bbox="82 1209 533 1279">File Description</th> <th data-bbox="533 1209 1439 1279">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="82 1279 533 1348">Any additional information</td> <td data-bbox="533 1279 1439 1348" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="82 1348 533 1547">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td> <td data-bbox="533 1348 1439 1547" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	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			
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	A. All of the above								

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
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

215

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)	View File

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 extra-curricular activities.
- Students' representation are placed on various bodies as per established processes and norms.
- The representation of the students in the students council takes place 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 and the Statutory SC/ST Cell for the year.
- The GS is made ex officio head of the Institution during the Teacher's Day celebration.
- The students' representatives are engaged in the decision-making process of fixing the schedules of the internal examinations and various events like interclass completions, Annual Function and study tours.
- The members of the Students Council play a supportive role during various programs organized by the Institution.

As per the convention of the Institution, every year four programs are held at the behest of the Student Council. 1) Induction-Welcome Program for the freshers in July. 2) Teacher's Day. 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

09

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)	View File

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 of the Institution has been registered and actively playing a supportive role for the benefit of the current students.
- Two-fold membership of the Association is available, viz Annual and Life time.
- The activities of the Association for the year are decided at the Meetings of its executive committee.
- 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 2021-22, 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 viz, Flag Hoisting, Blood Donation and Cultural program, 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	
<p>The 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.</p> <p>The following decisions are reflective and in tune with the vision and mission of the Institution;</p> <ul style="list-style-type: none"> • Offering computer subject to the UG students • Starting the PG programs by stages. • Offering value added programs like Co-operative Training and Tally. • 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.	
<p>The effective leadership is visible in various institutional practices such as decentralization and participative management in the following manner.</p> <ul style="list-style-type: none"> • 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. 	

- 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 Students Council is an excellent case for the participative management as it is involved in the decision making process of the various events.
- In order to promote the participative management, the GS of the Students Council is made an ex officio member of both the IQAC and the Statutory SC/ST Cell.
- 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 various curricular, co-curricular and extra-curricular programs.
- As a strategic plan, the Institution offers 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.
- We offer the value-added programs like Tally and Co-operative Training for quality enhancement and employability.
- 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 Institution is founded only as per the norms of the Gujarat University, Government of Gujarat and UGC, hence all rules, procedures are strictly 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.
- The IQAC, the CWCD, NSS and the Statutory cells of the Institution function effectively as per norms.
- The Institution strictly follows the Academic Calendar of the University and all the internal evaluation takes place transparently as per the University norms.
- 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

A. All 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)	View File

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 Institution enjoy the benefits of all Government welfare schemes.
- The Institution felicitates the faculty who gets the doctorate.
- Any member of the staff who retires from the Institution is felicitated as per the Institutional protocol.
- As an effective welfare measure, the permanent full-time members of the teaching and non-teaching staff of the College 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 prompt loan facilities to the members at attractive rates.
- The co-operative credit society also partly contributes to the annual accident policies of the members.
- The members are also given gifts out of the shareholders' welfare fund in accordance with the Government norms.
- The class four employees are given free uniforms by the Institution.

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

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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**

02

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)	View File

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**

1

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)	View File

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.
- Subsequent to the staff meeting, department wise meetings are held for the micro planning of the respective departments. The Head of each Department then appraises the Head of the Institution of the micro planning.
- 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.
- Based on the individual, departmental achievements, the Annual Report of the Institution is prepared and presented before the students in the Annual Function.
- The Annual Report of the Institution is presented to the Management for appraisal of the academic and administrative achievements of the Institution. This forms a part of the Annual Report of the Management.

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 the Government rules.
- Generally, the Accountant and the Head of the Institution undertake the internal financial audit of books of the Institution 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 of the Institution takes place by the auditors 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 College 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)

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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 worked out a strategy for mobilizing funds by letting the part of infrastructure on rent for academic purposes.
- For the optimal utilization of the resources, the Institution;

has started the PG programs after the UG classes are over

keeps reading room open till 6 pm on all working days

keeps Library open till 2 pm on all working days

keeps Gymnasium and sport facilities open after college hours all working days

conducts value-added programs after college hours

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 meeting was held on July 31, 2021 to consider the circulated agenda.
- 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. English and Hindi Departments have started Star Batches.
2. The Wall magazine Navonmesh has been launched.
3. Fire safety measures and CCTV surveillance have been installed.
4. College Toppers at Sem 4 University examinations are felicitated with library support.
5. Eco club started.
6. Participation of the faculty in CAS was promoted

7. Value-added programs were organized.

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

The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC. During the IQAC meetings,

- the teaching learning process is reviewed
- the learning outcomes are reviewed through the results of the University examinations
- suggestions for improvement of the overall performance are considered and implemented
- the Star Batches of the 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)

B. Any 3 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 has initiated several measures for the promotion of gender equity during the year. Some of them are;

1. Sensitising the students about gender equity during the Induction of the Freshers
2. Overwhelming participation of the girl students in the International Yoga Day
3. Celebration of International Women's Day
4. Overwhelming participation of the girl students in the Co-operative Training
5. Interclass Competitions of Cultural Activities and sport
6. Contribution by the girl students in the Wall Magazine Navonmesh
7. Overwhelming participation of the girl students in the Teacher's Day Celebration
8. Programs on self-protection
9. Programs on health and hygiene
10. Functioning of the Statutory Cells
11. Various events and completions only for the girl students
12. The CWCD 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

1. The Institution runs only humanities programs so the issue of management of the hazardous chemicals, e-waste and radioactive waste management does not arise.
2. The Institution disposes of the solid waste strictly as per the government norms.
3. The Institution properly disposes of the liquid waste which comprises only the human waste (collected through the toilets) through legitimate connection to the Ahmedabad Municipal Corporation drain lines.

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: 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	A. Any 4 or All of the above
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	C. Any 2 of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

A. Any 4 or all 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 diverse, heterogeneous socio-economic cross culture group. They**

belong to different language groups, state, faiths and economic backgrounds, still all of them live as a family because of the inclusive environment provided by the Institutional.

- 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 and various other designated days 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 to 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. Functional Statutory Cells
5. Activities of the CWCD
6. Activities of the Eco Club
7. Rally for electoral awareness
8. Rally for awareness for blood donation and environment
9. Campaign for Election ID Cards

10. Cloth distribution in slums
11. Participation in the vaccination drives
12. On campus Blood donation
13. Voluntary blood donation by all the stakeholders
14. Cleanliness drive
15. 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 International 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
13. Celebrations of Navratri in the traditional attire on the Campus
14. Campaign for the Election ID Cards.

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 inherent skills, the Institution holds interclass competitions in sport and cultural activities in July-August 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 and the society 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 212 units of blood on during the on-campus Blood donation camp held on

26-01-2022. A faculty Dr. Suresh Patel has so far voluntarily donated blood for over 30 times. Rahul Vaghela, an alumnus, 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

Though ours is an HEI recognised Gujarat University and the UGC, we also take care to sensitise all the stakeholders towards their social responsibilities. The Institution undertakes a host of initiatives to this end including programs on environment and global warming, cleanliness, gender equity, women empowerment. However, our Institution is widely acclaimed for the on-campus blood donation camp which as a distinctive practice we organise on the Republic Day every year.

The on-campus blood donation camp is a signature distinctive practice of our Institution It is organised by the NSS unit in collaboration with other organisations like Lions' Club and Red Cross. Volunteers of the NSS and Eco Club volunteer for the smooth conduct of the camp. Students, faculty, alumni, all stakeholders and society overwhelmingly support our distinctive practice.

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

1. Upgradation of the library services
2. Expand the generation of the alternative energy from the solar power plant
3. Promotion of the Research Activity
4. Conducting value added courses for employability
5. Effective steps for quality enhancement