

SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

**SHREE K. P. DHOLAKIYA INFOTECH MAHILA
COLLEGE, AMRELI**

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

- As Amreli was educationally backward even after many years of independence, there was a great necessity of higher educational institute in this region. Our college has given justice to the students of Gujarat state and this area in the field of higher education for the last sixteen years.
- Shree Amreli Jilla Leuva Patel Charitable Trust – Surat planted the seed of this institute in 2001 with the permission and affiliation of Saurashtra University on totally self-financing base and as a result of this, a new era of higher education become a boon especially for the girls of Gujarat state, Amreli region and nearby villages and new days for the girls of whole of Gujarat started. The institute was started with very few girls.
- At present the institute has 1 degree programme, and 1 post graduate deploma programme with total strength of 348 students.
- The college believes in catering all kinds of educational needs of students so it has created all kinds of basic facilities like laboratories, library, computer labs, e-learning lab, language lab, projector facilities, career class etc. It has also additional facilities like gymkhana, playground, canteen, shopping mall, hall and auditorium, ATM etc.
- We always try to maintain the core value of education because we believe in quality education. The management is also higher passionate for improvement and expansion of education and facilities.

Vision

- To create and develop the facilities and environment required for higher education that will provide gainful employment and instill a sense of social commitment, with a focus on the rural youth, to enable them to become responsible citizens of the nation.

Mission

- To add courses leading to graduation and post graduation in traditional and professional branches.
- To encourage and provide strong learning opportunities to the girl students especially from the economically and educationally weaker sections of the society.
- To enable the students to achieve success in academics, career and competitive, sports and culture, cocurricular etc.
- To attract and retain qualified faculties to provide higher education, using the latest technology.

- To organize socially interactive programmes useful to the society through various platforms provided by the university and government to meet social commitments.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Strong and visionary management.
- Hard working students and staff.
- Extension activities.
- Active cultural department.
- Active sports department.
- Natural environment for learning.
- Well facilitated infrastructure.
- Effective academic schedule.
- Quarterly feedback for teachers.
- Wholesome and hygienic food for students.
- Beautiful campus with lots of greenery.

Institutional Weakness

- Financial weakness of parents.
- Difficulty in getting qualified (NET/SET/Ph.D) teachers due to non-grant status and rural and educationally weaker region.
- Funds for growth of the college (unaided college).
- Weak transport to access institute viz. railway, air route.
- Geographical location of the institute

Institutional Opportunity

- Employment opportunities for students due to all sorts of development of Gujarat and India.
- A lot of scope for women's empowerment.
- Some students may choose their jobs in abroad also.
- To create all sorts of awareness in the students is challenging because of rural and educationally weaker back ground.

Institutional Challenge

- Starting job oriented short term programmes.
- Generation of funds for college.
- Financial weakness of the students forces them to take the job rather than taking higher education.
- Natural calamities
- Alumni Activities

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- Since our college is affiliated to Saurashtra University – Rajkot, we follow the curriculum prescribed by the University.
- The co-ordinators of various programmes are responsible for implementation of the time table, syllabus planning and completion, conduction of internal assessment part etc.
- LCD, OHP, etc. are used by faculty for effective teaching.
- NSS unit of the college and WDC of the college arrange several value added programmes and society interactive programmes.
- Feedback of faculty is collected quarterly through feedback proforma and is analyzed for corrective measures.
- Several rounds of repeatedly exam are taken and at the end of each quarter, quarterly exam is taken.

Teaching-learning and Evaluation

- The admission procedure starts after the results of board/university exams for UG/PG course as per the norms of the affiliating university.
- Merit is the criteria for admission to all courses and reservation policy of the state government is strictly observed during admission process.
- A book called 'Ready Recknor' is prepared that contains details like fee structure, rules and regulations, system follow up, past records etc. and that is issued with the admission forms.
- Information about the admission is circulated through indoor and outdoor counseling, advertisement in leading news papers etc.
- We also upload information regarding all kinds of achievements and admission procedure through the means of social media also.
- Teachers are required to submit teaching plan for each subject before commencement of the term as a part of quality assurance.
- The college encourages the teachers to adopt technological teaching approach to generate interest among the students and explain the concepts.
- The examination schedule for semester end examination and the format for internal assessment is displayed in the beginning of the term.
- Syllabus completion is monitored and observed constantly.

Research, Innovations and Extension

- Research journals are subscribed for faculty and students to refer in their research activities.
- Faculties are encouraged to attend workshops and present their research papers.
- Internet facility is available in the campus that helps faculty for searching material related to topic of their interest.
- Research methodology seminars/workshops are arranged for students & staff.
- 2 faculty members have cleared entrance exam for Ph.D.

Infrastructure and Learning Resources

- The college has created necessary infrastructure to run various programmes satisfactorily. There are

spacious class rooms with sufficient ventilation and light.

- All the subjects of the courses have facilities of full furnished computer laboratories to conduct practical and project work. The internet facility is also provided to the staff and students.
- The college has gymkhana with power lifting, weight lifting and wrestling equipments. The facility for various indoor games is also there. For outdoor games like Kabbadi, Kho-kho, Hockey, Volley ball, Cricket, a spacious play ground is also there. The students take part in various sports and games at various levels every year.
- The college has a library having 6,113 books for B.C.A. and PGDCA streams. Internet connection and library software is made available to the library. The timing of library is from 10 am to 6 pm on working days. Comfortable reading facility is made available for the students.
- The college has also culture and music division which twined the students and conduct all kinds of programmes related to culture and music.
- Primary check-up and first aid facility is available in the campus since other hospitals are very near to the college campus.
- The college has computer labs with internet facility.
- The surveillance of CCTV camera in all the class rooms, staff rooms, offices and other premises is there.

Student Support and Progression

- The institute publishes a prospect called ready recknor containing detail of many points like courses, subjects, fee structures, past results, staff qualification etc.
- The students belong to reserve category receive scholarship from various departments of the state government of Gujarat. The students from financially weaker sections of the society also receive scholarship from other institutes or agencies and concession in the fees to be paid to the college.
- Regular industrial visits are arranged for students of each stream to make them aware about practical aspects of industry.
- The students of all the streams are encouraged to take part in cultural competitions organized at college, district, university and state level.
- Placement cell of the college invites companies for campus interviews and selection of Jobs. It also displays information regarding the job opportunities / vacancies available in the private and government sectors.
- A complaints' box is placed in the college for complaints of girls.

- A grievance redressal cell is constituted in the college for addressing complaints of students.
- The college has students' councils consisting of GS, JGS, CR, etc that help in arranging and managing academic activities, events & days in the college.

Governance, Leadership and Management

- Punctuality of staff, attendance of students, conduction of lectures, discipline of students, other events etc. are observed by the members of management from time to time.
- The vision and mission statements of the college are displayed on every floor of the building and also rules and regulations to be observed by students are displayed on the notice boards appropriately.
- Various committees of faculty members are formed for effective implementation of policies and programmes in the college.
- Bio-metric system is installed in the college to monitor the arrival & departure timings of staff.
- Movement registers are kept for students and staff.
- NSS unit of the college organizes several socially interactive programmes for the benefits of the society.
- Adoption of villages is one of the best activities of NSS for the benefit of villages in surrounding area. The adopted villages are surveyed on several parameters and helped on certain issues.

Institutional Values and Best Practices

- NSS platform created by University has emerged as a link between the society and institution. This has evolved us to create some of the innovative best practices for our college.
- Besides making the campus eco – friendly, the messages like energy conservation, rain water harvesting, fuel and electricity saving, cleanliness, health and hygiene are spreaded by different programmes associated with the college.
- The best faculties are awarded every year through the best teacher award programme of the college.
- Health checkup programmes are organized for staff and students regularly by the college and in association with Gujarat government also.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Shree K. P. DHOLAKIYA INFOTECH MAHILA COLLEGE, AMRELI
Address	Smt. Shantaben Haribhai Gajera Shaikshanik Sankul, Chakkargadh Road, Amreli
City	Amreli
State	Gujarat
Pin	365601
Website	www.sankul.net

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Rajnikant Pandya	02792-232321	9428190332	02792-232327	info@amrelisankul.org
Associate Professor	Ashoksinh Zala	02792-232322	9427754318	-	zala_ak@yahoo.co.in

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	15-06-2001

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Gujarat	Saurashtra University	View Document

Details of UGC recognition

Under Section	Date
2f of UGC	
12B of UGC	

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Smt. Shantaben Haribhai Gajera Shaikshanik Sankul, Chakkargadh Road, Amreli	Rural	23	7186.51

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCA, Computer Application	36	Twelfth Standard	English	123	123
PG Diploma recognised by statutory authority including university	PGDCA, Computer Application	12	Twelfth Standard	English	60	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				6			
Recruited	0	0	0	0	0	0	0	0	4	2	0	6
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				7			
Recruited	0	0	0	0	0	0	0	0	4	3	0	7
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	3	2	0	5
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	1	1	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	7	4	0	11

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	1	0	1

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	349	0	0	0	349
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years						
Programme		Year 1	Year 2	Year 3	Year 4	
SC	Male	0	0	0	0	
	Female	0	0	0	4	
	Others	0	0	0	0	
ST	Male	0	0	0	0	
	Female	0	0	0	0	
	Others	0	0	0	0	
OBC	Male	0	0	0	0	
	Female	5	5	17	23	
	Others	0	0	0	0	
General	Male	0	0	0	0	
	Female	102	113	132	277	
	Others	0	0	0	0	
Others	Male	0	0	0	0	
	Female	0	0	0	0	
	Others	0	0	0	0	
Total		107	118	149	304	

3. Extended Profile

3.1 Programme

Number of courses offered by the institution across all programs during the last five years

Response : 2

Number of self-financed Programmes offered by college

Response : 2

Number of new programmes introduced in the college during the last five years

Response : 0

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
390	553	654	742	702

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
180	180	90	90	90

Number of outgoing / final year students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
176	245	273	231	227

Total number of outgoing / final year students

Response : 105

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
15	20	24	24	21

Number of full time teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
15	20	24	24	21

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
15	20	24	24	21

Total experience of full-time teachers**Response : 63****Number of teachers recognized as guides during the last five years****Response : 1****Number of full time teachers worked in the institution during the last 5 years****Response : 46****3.4 Institution****Total number of classrooms and seminar halls****Response : 17****Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
9.95094	36.98711	51.01362	60.77736	16.41776

Number of computers

Response : 220

Unit cost of education including the salary component(INR in Lakhs)

Response : 0.16190

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 0.05484

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Since our college is affiliated to Saurashtra University – Rajkot, we follow the curriculum prescribed by the University.

- Academic activity starts from the first day.
- Teaching plan is prepared for each semester in the beginning of the term indicating scope of syllabus and text/reference books required
- Perspective plan is prepared in the beginning of the term.
- Academic calendar is prepared in the beginning of the term.
- Every teacher starts maintaining log book from the first day.
- Academic work and attendance are checked for the first three day.
- Teaching plan for each subject for every semester is prepared in advance.
- Subject wise lecture notes are prepared by faculties.
- Daily test starts from the first day of curricula.
- Syllabus completion proforma is required to be submitted for all subjects.
- Internal exam called repeatedly rounds are taken after the course completion and before the university examination.
- At the end of every quarter, quarterly examination is also taken.
- Internal marks are given considering all these aspects.
- Examination cell prepares for the university examination.
- Teachers are involved in conducting university examination process.
- The suggestion boxes are installed in the college for student's suggestions.

- The result of college is displayed on the notice boards and advertised in the leading news papers.
- The co-ordinators of various programmes are responsible for implementation of the time table, syllabus planning and completion, conduction of internal assessment part etc.

File Description	Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 1

1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	1

File Description	Document
Any additional information	View Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 0

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Response: 0

1.2.1.1 How many new courses are introduced within the last five years

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 50

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 1

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 10.4

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	365

File Description	Document
Any additional information	View Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

- Environmental Science is included in the curriculum according to the University guidelines and topics related to Environmental Degradation, Disaster Management, Environmental auditing, Environmental Protection, gender, climate change, human rights, ICT etc. to address the cross – cutting issues as well Environmental issues
- Consumer education and trade education related information is provided by commerce department.
- The college tries to supplement the curriculum with the topics like environmental education, awareness about the Indian constitution, gender equality, awareness about human rights and duties.
- The Project report is prepared by the students on different topics related to environment in semester II and is compulsory to submit. On the basis of this report internal marks are evaluated.
- The College library has various books on different related topics.
- For subjects like environmental studies and climate change the students are exposed to issues and their remedies through field visits and suggested to prepare brief reports.
- The institution organizes talk and guest lecturers for inculcating the moral and ethical values among the learners.
- Various activities are conducted by women development cell related to women defence techniques, legal awareness, health awareness, disaster management etc.
- NSS unit arranges camps in nearby villages.
- NSS units of the college also conduct activities related to environmental awareness, tree plantation etc.

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 5

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years	
Response: 5	
File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships	
Response: 26.92	
1.3.3.1 Number of students undertaking field projects or internships	
Response: 105	
File Description	Document
Any additional information	View Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document

1.4 Feedback System

<p>1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise</p> <p>A.Any 4 of the above</p> <p>B.Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: B.Any 3 of the above</p>	
File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
Any additional information	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
List of students (other states and countries)	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 75.56

2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
107	118	148	304	310

2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
180	180	180	360	360

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 15.78

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
5	5	17	27	22

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

- The admission process of the institution is transparent. The admission procedure starts after the results 12th board exams for UG courses as per the norms of the affiliating university.
- Merit is the criteria for admission to all courses and reservation policy of the state government is strictly observed during admission process.
- A book called 'Ready Recknor' is prepared that contains details like fee structure, rules and regulations, system follow up, past records etc. and that is issued with the admission forms.
- Information of admission process is delivered to the students through newspaper, website as well institute notice board.
- Once academic session starts, syllabus completion is monitored and observed constantly.
- The college collects data and information on the academic performance of the students based on frequent tests, assignments, projects and practical work held at classes. Such data and information are analyzed and used to improve the students' academic performance.
- The institute also keeps the record of attendance and strictly follows the university rule regarding attendance.

The following measures are also taken to minimize the dropout rate:

Advanced Learners:

- The college identifies the advanced learners through regular test results, tutorials, classroom performance in the subjects and extra co-curricular activities.
- They are provided with their needs and requirements of extra books, personal guidance, counseling, internet facility etc.
- Faculties advise them to visit library regularly and suggest them text books and reference books for their study.
- The college gives concession in fees to the students who are good in study but belong to economically weaker section.
- They are provided with the provision of scholarship offered by the government of Gujarat and other agencies. The college itself also provides them financial assistance with the help of some donors.
- The college also gives concession in fees to the students who are affected by any natural calamities.
- The students who have lost their parents are given concessions in fee from 25% to 100%.

Slow learners :

- Text books are recommended to them.
- Extra coaching of reading and writing is given to them.
- Teachers, while teaching use easy methods to make them understand the essence of their lectures.
- Personal guidance is also provided to them.

2.2.2 Student - Full time teacher ratio**Response:** 26

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls**Response:** 0**2.2.3.1 Number of differently abled students on rolls**

File Description	Document
Institutional data in prescribed format	View Document
List of students(differently abled)	View Document

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

Response:

- The college encourages the teachers to adopt technological teaching approach to generate interest among the students and explain the concepts.
- The Institute always sees that education be imparted to the students by modern means.
- The teachers give education by the method of question answer so as to improve knowledge of both the side.
- Education is also being imparted by online/offline computer programmes.
- Staff and student seminars are arranged weekly to improve knowledge as well presentation skill.
- The college has the facilities of LCD, projectors, E-learning labs, language labs, computer labs, internet connection, spacious class rooms and science labs with all kinds of facilities to make effective teaching learning process.
- Our teachers make the teaching – learning process interactive and participative through the use of teaching aids like LCD, PPT, group discussion, speech, quiz and elocution competition etc.
- Facility of BISAG video lectures is also available in career cell for students
- Interactive method of teaching is used for maximum involvements of students
- All the teacher are requested to use the resources from N P T E L C (National programme on technology enhanced learning)
- The college organizes guest lectures, group discussions, study tours, industrial visits, projects and assignments, faculty seminars etc.
- The students are constantly encouraged to read news papers, journals, periodicals, magazines and other useful books in the college library.
- The students are encouraged to participate in different competitions organized by the college and university

- The college organizes different exhibitions and shows in the college campus.

File Description	Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 86.67

2.3.2.1 Number of teachers using ICT

Response: 13

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 30

2.3.3.1 Number of mentors

Response: 13

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

- The college encourages the teachers to adopt technological teaching approach to make teaching learning more innovative and creative.
- LCD, PPT and projectors are used by the faculties to make teaching effective and interesting.
- Interactive method of teaching is used for maximum involvements of students.
- The institute has adopted additional teaching-learning system in the form of daily test, repeatedly exam, quarterly exam etc.

- Daily test of 20 marks in respect of home work are being held in the first lecture, from which 10 is passing marks.
- For Pre University Examination Practice 'Repeatedly Examination Rounds' are taken.
- Under the banner of Repeatedly Examination Programme, the whole syllabus is being divided in five parts i.e. each part consist of 20% and papers are being set of total 100 marks.
- As well four tests are being taken consist of 50 Marks for each for the respective papers and annual examination consist 100 marks for each subject.
- These exam marks are counted for internal marks in university examination.
- Class seminars and faculty seminars are arranged on different related topic to enhance creativity of students and staff.
- Subject wise guest lectures are arranged regularly to get information about the latest technologies and inventions and to update the knowledge level of students.
- Faculty development programmes are arranged regularly for staff and students.
- Subject related articles, newspaper cuttings are displayed on the departmental notice boards to enhance the subject knowledge regarding current issues.
- The library is rich with so many books of syllabus, general knowledge, competitive examinations and journals, periodicals etc. to improve creativity in students.
- Fully Computerized Digital ETNL Language Lab is available for students. Language labs are provided for improving the communication skill.
- Tablets are provided to the first year students on initiative of Government of Gujarat from current academic year.
- E-Library classes are arranged in which facility of DELNET/National Digital Library(NDL) and Information Services Infrastructure for Scholarly Content and DELNET is available. In which students can find out different books or material related to subject online.
- The college organizes different exhibitions and shows in the college campus.
- Seminars, workshops and exhibitions are also arranged to update the knowledge and skill of staff and students.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years**Response:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years**Response:** 0**2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience of full time teachers in number of years**Response:** 4.2

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 0**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0.95

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	1

File Description	Document
Any additional information	View Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

- The Institution has developed its own system for evaluation. This system is known as feedback system. This feedback form has been recognized by ISO.
- Through feedback form opinions of students are being obtained frequently.
- By obtaining opinions of the students four times in a year, evaluation of professors are being done.
- The academic committee brings awareness in the staff members about the evaluation process during the staff meetings.
- The stakeholders of the institution are informed about the evaluation process by general instructions mentioned in the prospectus called ready reckonor.
- Similarly, the students are given detailed explanation of the evaluation process of internal marks and the university examination by our faculty members.

- The students are explicitly made aware of the eligibility conditions required to appear for the final examinations.
- They are informed about all the criteria of the internal assessment like home assignment, internal, test, projects, attendance etc.
- The institution ensures effective implementation of the evaluation reforms of the university and the college itself under the close supervision of exam committee.
- Examination cell is formed to ensure smooth functioning of examination process.
- Meeting of faculty members with the principal, vice principal and the members of examination cell helps in understanding the evaluation process and thereby its implementation.
- At the beginning of every year, academic calendar is prepared to follow the rules of total teaching days and schedule of examination.
- The college permits the staff to participate in evaluation process, various examination duties etc. as it is mandatory.
- The summative assessment of the student is based on Internal Marks and Semester end examination marks and their performance in oral/practical and presentation of some subjects.
- The attendance of the students also affect on the internal marks.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

- The institution being affiliated to the Saurashtra University follows all the norms laid down by the university.
- The university has introduced credit based syllabus system for BCA stream and subjects.
- The institution monitors and communicates the progress and performance of the students at the internal and university examinations through display on notice boards.
- The college has adopted additional evaluation system in the form of daily test, repeatedly exam, quarterly exam etc. which directly affect the internal marks for all courses.
- Daily test of 20 marks in respect of home work are being held from which 10 is passing marks. As well four tests are being taken consists of 50 marks each for the respective papers and annual examination consist 100 marks for each subject
- The institute has also started to consider the percentage of attendance for internal assessment.

- The institute welcomes the rankers with silver coins at the end of every academic year.
- The institute also awards the students who have performed well in sports, music, art, culture and other competitions.
- The Institute shows the detail of students passed through the institute in Ready Reckoner (Handbook of Institute) for last ten years.

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

Response:

- If the student is not satisfied with the result university examination or there are grievances about the University examination, she submits an appeal to the Institute, and the forms of rechecking and re-evaluation are submitted through the college office.
- The university provides new mark sheet to the student if mistake is there otherwise it sends only the letter of no change in the mark sheet.
- If the student feels doubtful with the result of college examination, the seat checking of mark sheet is made available to the students. And if required changes are made by the respective faculty member.
- In the college examination system in the form of daily test, repeatedly exam, quarterly exam etc. marks as well answer sheet is provided to the students to be transparent related to exam grievances.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

- The academic schedule is given in a prospectus called ready recknor and is also issued to all the departments and students at the beginning of academic year
- The academic committee, in consultation with the principal and vice principal, plans an academic calendar before the commencement of the academic year. The academic calendar is divided into four quarters.
- Teaching plan is prepared for each semester in the beginning of the term indicating scope of syllabus and text/reference books required. All the teachers maintain daily academic diary.
- Every teacher starts maintaining log book from the first day.

- Academic work and attendance are checked for all the days.
- Teaching plan for each subject for every semester is prepared in advance.
- Subject wise lecture notes are prepared by faculties.
- Daily test starts from the first day of curricula.
- Syllabus completion proforma is required to be submitted for all subjects.
- Internal exam called repeatedly rounds are taken after the course completion and before the university examination.
- At the end of every quarter, quarterly examination is also taken.
- Internal marks are given considering all aspects.
- Examination cell prepares for the university examination.
- Teachers are involved in conducting university examination process.
- The suggestion boxes are installed in the college for student's suggestions.
- The result of college is displayed on the notice boards and advertised in the leading news papers.
- Students' attendance is taken regularly which is reviewed monthly and consolidated semester wise.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Pos of BCA program:

PO1: Programming knowledge: Apply the knowledge of mathematics, science, IT fundamentals and programming specialization to the solution of complex IT problems.

PO2: Problem Analysis: Identify and collect user requirements, investigate the problem definition, formulate and analyze complex IT problems using various computational skills and models.

PO3: Design/Development of solutions: Design solutions for complex IT problems and system components or process that meet the specified public and environmental needs using modern IT tools.

PO4: Environment and sustainability: Understand the impact of the professional IT solutions in societal and environmental context. Demonstrate the knowledge of, and need for sustainable development.

PO5: Ethics: Apply ethical principles and commit to professional ethics, responsibilities and norms of IT practice.

PO6: Individual/team work : Functional efficiency as an individual and as member or leader in diverse team in multidisciplinary settings.

PO7: Communication: Communicate effectively on complex IT activities with the IT community and with society at large, such as, being able to comprehend and write effective reports and design documents, make effective presentations and give and receive clear instructions.

PO8: Project Management: Demonstrate knowledge and understanding of the IT and management principles and apply these to one's own work, as member and leader in a team, to manage projects in multidisciplinary environments.

PO9: Life Long learning: Recognize the need for, and have the preparation and ability to engage in independent and life long learning in the broadest context of technological change.

Course Outcomes of BCA:

At the ending of BCA degree course students achieve the followings.

- Programming skills
- Web development
- Mobile application development
- Hardware knowledge
- Develop reasoning and logical ability
- Use of communication skills for technical communication
- Importance of environmental studies
- Practice of developing software modules

CO1:

- Awareness of computer fundamental and role of science in IT
- Able to achieve basic programming, knowledge about internet & networking, web designing and use of databases.

CO2:

- Able to perform mathematical and statistical operation accurately.

- Algorithm analysis, web programming and working system of computer hardware.

CO3:

- Project development process
- Knowledge of programming, web designing and database management.

CO4:

- Detail knowledge of OS and network administration.
- Learn to develop platform independent applications.

CO5:

- Knowledge of web programming and web searching techniques.
- Knowledge regarding enterprise applications.
- Build minor project module.

CO6:

- Development of mobile application
- Basic knowledge of big data and advance relational database management.

Program Specific Outcomes BCA:

CS-01: Understanding of English language and improve communication skills.

CS-02: To develop basic programming skill, concept of memory management and file-handling.

CS-03: Awareness of computer basics and emerging technology.

CS-04: Basic terms of computer network and internet, knowledge of scripting languages.

CS-07: Algorithm analysis, data structure, sorting and searching techniques. (case study)

CS-08: Web programming to develop web site using PHP. Uses and advantages of CMS and introduction of wordpress, Joomla and Magento

CS-09: Knowledge regarding how hardware of computer system works.

Instruction Formats and Simulator Base Program using Simulator 8051.

CS-10: Awareness about basic Mathematics and Statistics to develop Reasoning ability and logical ability.

CS -13: Knowledge regarding system analysis and designing as well as knowledge about software quality testing and assurance.

CS -14: Understanding introductory concept of Object Oriented Programming using c++.

CS -15: Understanding the Relation Database Concept Using Oracle and perform practical on various Case studies.

CS -16: Uses and Advantages of Content Management System using Word Press.

CS -19: Understanding and applying pure Object Oriented Programming concept using JAVA.

CS -20: Object Oriented Programming using C#.net and crystal reports Creating Setup

Project.

CS -21: Getting the knowledge about configuring client/Server under windows environment and advance learning of network technology including protocols and algorithms.

CS -22: Operating Systems Concepts With Unix / Linux (installation, user & group

creation, GNOME, KDE Desktops in Linux)

CS-25: Learning Advanced Object Oriented Programming with various architecture using J2EE platform

CS-26: To develop and configure web site using Programming with ASP.NET.

CS-27: Getting the knowledge about creating blog/website and to improve SEO of the Newly created blog/website using Web Searching Technology and Search Engine Optimization.

CS-31: Getting the knowledge of developing an Android and iPhone application.

CS-32: Analyzing the data using the concept of Data Warehousing and Data Mining with practical knowledge of various case studies

CS-33 Knowledge of configuring and managing database at enterprise level using Administration of SQL Server 2012

CS-30 and 36: Two Minor Projects development.

File Description	Document
Any additional information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

- The college has clearly stated learning outcomes that are specified in mission and objectives statements.
- The students and staff are made aware of these through the acquisition of skill and knowledge about communication, reading-writing, presentation, group discussion, industrial visits, planning, decision making, marketing, banking transactions awareness etc.
- To make the teaching learning methods effective and to achieve learning outcome, our faculty members use modern teaching methods, aids and technology gradually to replace the traditional methods.
- The communication, reading and writing skill are assessed through exercises given in the classrooms. Competitive skills are developed more and more through participation of students in the different events.
- The group discussion, presentation, planning and decision making skill are assessed through seminar, workshop.
- The faculty members categorize students as weaker, average and advance learners by assisting them on the bases of group discussion, class performance and term tests.
- In order to improve the performance of the student's, college organizes remedial class for the weaker students, special coaching classes for the average students and special guidance for the advance learners.
- College organizes field studies, industrial visits, project, seminar, coaching classes for civil services, etc.
- Social awareness programmes are also organized by the departments and provides consultancy services.
- The achievements of learning outcomes are monitored by keeping a record of internal evaluation and university examination results of the students.
- Programming skills are assessed through the project work, prepared by the students throughout the semester as per the university guidelines.
- Awareness of computer fundamental in students is assessed through practical exams time to time as per syllabus.
- The weaker students are given remedial coaching.
- The students are also encouraged for participation in various curricular and co – curricular activities inside as well as outside the college.
- Discussion is made on the result analysis in the management and staff meeting in the beginning of every academic session.

- Corrective measures are taken to improve the learning outcomes.

File Description	Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 100

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

Response: 176

2.6.3.2 Total number of final year students who appeared for the examination

Response: 176

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

File Description	Document
Any additional information	View Document
Institutional data in prescribed format	View Document

3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

- The management allocates funds for research and development as and when required during the academic year.
- Management supports their faculties to contribute their research work in the conferences.
- Every department of the college has requisite basic research facilities such as infrastructure.
- The staff and students are provided with internet and computer facilities.
- Other research facilities such as research related readings, e – journals, reference books etc. are available in the college library.
- Additional facilities are provided whenever demanded by the researchers.
- The institution publishes a multi disciplinary research journal named ‘vidya sankul’ with ISSN: 2350 -0107. Faculties published their research papers through this research journal.
- The college has made strong efforts to attract researchers of eminence and interact with teachers and students through organization of seminars, exhibitions, guest lecturers, workshops, etc.
- The college has provided a platform for interaction between experts, research scholars and students by conducting seminars, exhibition, conferences etc.
- Arrangement of regular study tours, industrial visits, field visits etc.
- Students are encouraged to do short term research so that they can pursue career in research.

File Description	Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 7

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	1	2	1	1

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research	
Response: No	
File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards	
Response: Yes	
File Description	Document
List of Awardees and Award details	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years	
Response: 0	
3.3.3.1 How many Ph.Ds awarded within last five years	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years	
Response: 0.05	
3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years	

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.34

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	3	3

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

- The extension activities enhance social commitment together with personal, civic and academic learning of the students.
- The NSS and sport activities inculcate the values of brotherhood, national integrity, and development of leadership and spirit of team work among the students.
- The college maintains close links with local community.
- The local community is actively engaged in different activities through NSS and sports.

- The students are engaged in the community development programmes through the following activities:
 - Field work and social activities through NSS camp in the villages.
 - NSS students participate in tree plantation programme, cleanliness campaign etc.
 - Rallies and programmes are carried out for awareness of AIDS, tobacco, traffic, environment etc.
- Faculty members promote the students to participate in extension activities through organizing various programmes, events and competition in the college.
- The college offers extension programmes in addition to those supported by the university.
- The college motivates the students all the way to be a good citizen. The institution encourages the students and faculty members to participate in the extension activities.
- The students are awarded by certificates or medals for such activities
- NSS camps are organized in rural areas to develop different values like brotherhood, equality and national integration.
- Literacy campaign is done during NSS camp.
- Tree plantation programmes are arranged.
- The messages of women empowerment, global warming, and female feticide are spread through rallies.
- Faculty development programmes are organized for staff and students.
- Professionals like doctors, lawyers, social activists are sharing their knowledge about community services through invited lectures for our students.

File Description	Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 15

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	4	3	4

File Description	Document
Number of extension and outreach programs conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 3.69

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
29	11	24	28	11

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 19

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	3	3	5	6

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

- The college has adequate infrastructural facilities as a catalyst for ensuring academic excellence.
- The large campus of 23 acres having buildings, play ground, Computer laboratories, library is an example of need fulfillment.
- Organic nature of the campus helps the students to concentrate on their study.
- The Arya Samaj Hall having measurement of 14000 Sqft. which is used as seminar hall in sharing with other institute running in the same campus.
- The Institute has built big auditorium with around 600 or more seating capacity.
- The Institute has also its open air theatre and ample stage with measurement of 22682 Sqft. which is used for Sunday movie show as well annual functions.
 - The college has the facilities of LCD, projectors, E-library labs, language labs and spacious class rooms with all kinds of facilities for effective teaching.
- The college has computer Labs with Hardware and software up gradation, additional instruments and equipments for sports and Music department etc.
- The committee including the principal places suggestions regarding additional infrastructure facility as and when needed to the management committee.
- The management committee also monitors every aspect constantly to plan and ensure the available infrastructure whether is in line with its academic growth and is optimally utilized.
- The institution has provided the precious campus and facility which helps to keep college environment healthy and productive.
- The students are provided full advantage of library also.
- The co and extracurricular activities are also conducted as per schedule given by respective committees.
- The students are provided full advantage of library also.
- The hostel facility is provided to the students in the campus. The accommodation of deposit, shopping mall, beauty parlour and stationary is also provided to them.

- The availability of hygienic food, purified water, warm water, laundry, first aid etc. is also there.
- The college provides central computing facility for students at computer lab on all working days.
- The college provides computing facility in staff room also with internet facility.
- The college provides computer and internet facility in the library.
- The students are allowed to use e – resource facility in the E-library Lab.
- The college has long term planning for expansion of facilities to meet future development.

File Description	Document
Link for Additional Information	View Document

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

Response:

- The Institution believes that sport is an important factor in the development of students.
- The college has a separate sports room and play ground for the students.
- The college has Sports ground of 168014 Sq.mt. size, this is in sharing with other institutes running under same campus. The college has an enthusiastic and dynamic sports director looking for practice and participation of students in sports activities.
- Institute is having sports equipments of good quality, which are made available to our students throughout the course. We have trained personnel/coaches to train students through physical education. Sports coaches are assigned for particular games. Experienced coaches help to improve mental skills of students. Coaches make various strategies to improve mental game of players for respective game.
- Institute is having Gymnasium with Power lifting, weight Lifting, and wrestling, judo equipments, cycling machine etc. Daily schedule is prepared by sports department for athletes for physical activities. In the early morning and evening students exercise in ground under the guidance of coaches is scheduled for athletes.
- College arranges yoga classes for students. Yoga day is celebrated every year, in which staff and students perform yoga early morning.
- The college organizes the following indoor and outdoor Sports:- Power lifting, Weight lifting, Wrestling, Badminton, Kabbadi, Kho – Kho, Volley ball, Judo, Archery, Carrom, Chess, Boxing,

Rope pulling, Athletics, Cross country, Softball, Netball etc.

- Sports equipments like volley ball, softball, basketball, hockey kit, Cricket kit etc. is available for students in sports room.
- The students of the institution exhibit their performance by way of gymnasium on 26th January of every year. For the purpose gymnasium, all the implements like drum bells, lezim, etc. are available in the institution.
- The college has arrangements for first aid and medical care for the students as well as for the staff inside the campus. In case of any serious medical emergency, help is provided to the students by shifting them to nearby hospital
- The college has culture and music division which twined the students and conduct all kinds of programmes related to culture and music.
- The college organizes the following of extracurricular activities:- Debating, Dance, Drama, One act play, Essay writing, Quiz competition etc.
- The college organizes the following of cultural activities:- Youth Festival, Garaba competition, traditional Day, modern Day, Singing etc.
- The institution organizes events on personality development, women empowerment, self-defence etc.

File Description	Document
Link for Additional Information	View Document

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

Response: 23.53

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 4

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation

during the last five years.

Response: 30.51

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.07575	27.42918	19.544	5.81005	4.88188

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

- Name of the ILMS software : Library Information System(LIS)
- Nature of automation (fully or partially): FULLY
- Version: In-house developed Software
- Year of automation: 2006
- The library has computers with internet connectivity for accessing e – journals. It subscribes journals and periodicals of national level. It has separate reading zones cater to the faculty and students.
- Through database prepared by LIS, reading materials are easily made available to the readers.
- By this software, following reports can be availed:
 - Book search, Issue/return details, Missing book report, Use list (Staff & Students), Periodical details, charge collection details, Author list, Book history, Purchase detail, Subject List etc.
- OPAC (Online public access catalogue) is provided to the students and staff members to access the library collection.

- Library timings are from 10am. to 6pm., on all Working days.
- Library is having total 50 students seating space at a time.
- E-Library facilities like DELNET and NDL is available.
- Content Management system for E- LEARNING, audio and video CDs and DVDs are provided.
- Printing, downloading facility is made available to the users as per need.
- The library staff is always ready to assist the students and staff in searching books and provide information about recently added books. The library staff helps to download the reference materials.
- University old examination paper sets are made available in the library for reference of students and faculty.
- Beside the textbooks our library enriched with various reference books to enhance knowledge of faculty as well students. Various magazines, newspapers and journals are available for them to update their knowledge with latest researches. Books related to competitive exams are available for students and faculty in library.
- Books related to competitive exams are available for students and faculty in library.
- Faculty members provide the list of required books as per the syllabi and copies of the texts, reference books and journals needed for study and teaching. This is forwarded to the management committee. The librarian refers the details and contacts the suppliers or agencies. As per budgetary provision, the books and other reading material are purchased.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

Collection of Rare books, manuscripts, or special reports other knowledge resources:

Sr. No.	Book Name	Author
1	COMPUTER FUNDAMENTAL	
2	WEB DESIGNING HTML,DHTML,JAVASCRIPT	USINGSHAH S.
3	PAGE MAKER 6.5	SHAH S.
4	TURBO C	SHAH S.
5	MICROSOFT POWERPOINT 2000	SHAH S.
6	ORACLE 8.0	SHAH S.
7	VISUAL BASIC 6.0	SHAH S.
8	MICROSOFT WORD - 2000	SHAH S.

9	COMPUTER FUNDAMENTAL	SINGHA P.K.
10	AN INTRODUCTION TO DATA STRUCTURES WITH APPLICATION	TRMBLY
11	PC SOFTWARE FOR WINDOWS 98 MADE SIMPLE	TAXALI
12	DIGITAL COMPUTER ELECTRONIC QBASE	MALVINO
13	LAB GUIDE	ANDREW
14	UNDERSTANDING POINTER IN C	KANETAKER
15	FOXPRO 2.5	TAXALI
16	PRINCIPLE OF ELECTRONIC	MEHTA
17	COMPUTER ORIENTED NUMERICAL METHODS	SALARIA
18	INTRODUCTORY METHODS OF NUMERICAL ANALYSIS	SASTRY
19	FUNDAMENTAL OF COMPUTER GRAPHIC	MUKHRJI
20	ANALYSIS AND DESIGN OF INFORMATION SYSTEMS	SENN
21	ANALYSIS AND DESIGN OF INFORMATION SYSTEMS	JAMES
22	MODERN ELECTRONIC IN SYSTEM	HELFRICK
23	SYSTEM ANALYSIS AND DESIGN	AWAD
24	FUNDAMENTAL OF COMPUTER	RAJARAM
25	MASTERING FOXPRO 2.5	SILSELIOR
26	WORLD 2000	HASTDAVIS
27	MICROSOFT OFFICE 2000	COURTER GINI
28	MICROSOFT OFFICE 2000	PERRY
29	PROGRAMMING IN C	GOPAL V.
30	FOXPRO PROJECTS	SAHOO GAGAN B
31	MASTERING FOXPRO 2.5	SIEGEL CHARLES
32	INFORMATION TECHNOLOGY	JAISWAL
33	ENGINEERING PHYSICS	GUAR
34	P.C.SOFTWARE WIN 98	TAXALI
35	VISUAL BASIC 6 IN 21 DAYS	
36	VISUAL BASIC 6 IN 21 DAYS	PERRY
37	DIGITAL LOGIC AND COMPUTER DESIGN	MANO MORRIS M.
38	PROGRAMMING IN VISUAL BASIC 6.0	BRADLEY
39	SOFTWARE ENGINEERING	PRESSMAN
40	ACCESS 2000	ROBINSON
41	COMPUTER ARCHITECTURE	MANO MORRIS M.
42	OBJECT ORIENTED PROGRAMMING WITH C++	
43	MICROSOFT FRONT PAGE 2000	CADENHEAD
44	FUNDAMENTAL OF MATHS AND	GUPTA
45		

	STATISTICS		
46	NUMERICAL METHODS		VEDAMURTHY
47	FUNDAMENTAL OF SOFTWARE ENGINEERING		MALL
48	NET WORKING		JANI
49	SYSTEM PROGRAMMING OPERATING SYSTEM		ANDDHAMDHERE
50	ORACLE 9I THE COMPLETE REFERENCE		ELONEY
51	SQL PL/SQL(ORACLE)		BAYROSS IVAN
52	OBJECT ORIENTED PROGRAMMING WITH C++		
53	LINUX COMPLETE		TAYLOS
54	OBJECT ORIENTED PROGRAMMING IN TURBO C++		GLAFORE
55	RED HAT LINUX AND BIBLE		
56	UNIX : CONCEPTS APPLICATION		ANDDAS
57	LINUX COMPLETE		SYSEX
58	LET US C++		YASHWANT
59	PROGRAMME IN V.B.6.0		BRADLEY
60	FUNDAMENTAL OF COMPUTER GRAPHICS AND MULTIMEDIA		MUKHRJI
61	THE COMPLETE REFERENCE JAVA		SCHILDT
62	PRACTICAL ASP		BAYROSS IVAN
63	COMPUTER AUR HINDI		DR. HARIMOHAN
64	DATA AND COMPUTER COMMUNICATION		SINGHA P.K.
65	COMPUTER GRAPHICS C VERSION		HEARN
66	DATA MANAGEMENT & FILE STRUCTURE		LOOMIS
67	TYS VISUAL BASIC 6 IN 21 DAYS		PERRY
68	TEACH YOURSELF VISUAL BASIC 6		PERRY
69	MASTERING ACCESS 2000		ROBINSON
70	STRUCTURE COMPUTER ORGANIZATION		ANDREW
71	NON VERBAL		SIJWALI B.S.
72	APPLICATION PROGRAMMING IN C		SALARIA
73	WORLD WIDE WEB DESIGN WITH HTML		XAVIER C.
74	T.Y.S. ACTIVE SERVER PAGES 3.0 IN 21 DAYS		MITCHELL
75	INTERNET: THE COMPLETE REFERENCE		YOUNG MARGARET LE
76	LEARN ORACLE 8I		RAMALHO
77	HTML 4.0 PRACTICAL		LEE ANNE PHILIPS
78	TYS VISUAL BASIC 6 IN 21 DAYS		GARG PERRY
79	AN INTRODUCTION TO DATABASE		DATE C.J.

	SYSTEM		
80	ASP 3 A BEGINNER GUIDE		MERCER DAVE
81	PRACTICAL HTML 4		LEE ANNE PHILIPS
82	ASP 3.0 PROGRAMMING BIBLE		SMITH ERIC A.
83	THE ABCS OF EXCEL 97		WEISSKOPF
84	THE COMPLETE REFERENCE INTERNET		YOUNG MARGARET LE
85	THE COMPLETE REFERENCE INTERNET		LIVINE
86	OBJECT ORIENTED PROGRAMMING WITH C++		
87	OBJECT ORIENTED PROGRAMMING WITH C++		
88	OBJECT ORIENTED PROGRAMMING WITH C++		BALAGURUSAMY
89	PROGRAMMING IN JAVA		
90	NUMERICAL METHODS		BALAGURUSAMY
91	EXPERT DATA STRUCTURES WITH C		PATEL
92	BHARAT ME COMPUTER KRANTI		CHANDAR
93	FOXPRO 2.5		
94	PROGRAMMING IN ANSI C		BALAGURUSAMY

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years

(INR in Lakhs)**Response:** 1.13

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.5391	0.46	2.82648	0.6817	1.13735

File Description	Document
Audited statements of accounts	View Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 3.7

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 15

File Description	Document
Any additional information	View Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

- The college provides central computing facility for the staff and students at computer lab on all

working days.

- Number of computers with actual configuration:220
- Office computers are in LAN except laboratories
- Wi-Fi facility: Not available
- Internet Facility: 10 Mbps speed broadband available in Computer Labs.
- CPUs in Computer labs are updated after 2014, with latest i5 4th Gen 2.80 GHz Processor and DDR III 4 RAMs and 500GB Hard disks.
- Some CPUs in Computer labs are updated, with latest i5 Processor 7th Gen 3 GHz and DDR IV 4x4 RAMs and 1TB Hard disks.
- The college provides computer and internet facility in the library too.
- The students are allowed to use DELNET, NDL, etc. e–resource facility in the library.
- The college intends to upgrade IT infrastructure and associated facilities by purchasing new hardware as well as software for different departments, administrative offices, computer labs and library.
- The college continuously upgrades the PCs with latest configuration available in the market.
- The college provides LCD, projectors and OHP to the faculties for better teaching and learning.
- The faculty members guide the students about how to operate computers, internet, printer, scanner etc.
- The computer technicians are always available for any need based assistance
- Campus monitoring is done under CCTV surveillance.

4.3.2 Student - Computer ratio

Response: 1.77

File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: 5-20 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 47.58

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
9.16596	3.99898	3.21541	52.38515	6.9745

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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.

Response:

- For the optimal use of the infrastructure, the institute has made advance planning.
- The infra structure of the institute consist of building, playground, seminar hall, language lab, computer lab, auditorium, plaza square, gardens, parking etc. The responsibility for maintenance of above all section has been imposed upon the concerned head of departments who are called coordinators or supervisors.
- Such officers are used to take surprise visit twice or more in a day to check whether maintenance is being done properly or not.
- For the maintenance and repair of infrastructure facilities, the following departments are active in the institution:
 - Carpenter Department, Security Department, Electrical Department, Color work department, Gardening Department, Plumbing Department, computer department etc.
- For the maintenance of infrastructure facility, above department has ample staff which carries out responsibilities.
- The principal of respective colleges maintains register of maintenance in which complaints are to be noted. This register is to be forwarded to respective maintenance department through supervisors.
- Maintenance department further resolves the complaint and make a register entry for completion.
- The office of sports is responsible for the maintenance of implements of sports and play ground. The building is being maintained through plaza director.
- Annual and day to day maintenance and repairing of the instrument is carried out by the outside vendors and paid service bases.
- The maintenance of the laboratory equipments computers and other devices are carried out regularly by maintenance department of the institute.

File Description	Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 3.96

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	4	44	51	35

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document
Upload self attested letter with the list of students sanctioned scholarships	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 6.66

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
33	42	33	47	41

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 96.93

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
390	544	618	720	665

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 36.02

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
176	244	241	203	187

File Description**Document**

Details of the students benefited by VET

[View Document](#)

Any additional information

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 4.21

5.2.1.1 Number of outgoing students placed year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
23	7	8	3	2

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 31.25

5.2.2.1 Number of outgoing students progressing to higher education

Response: 55

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Response: 17.14

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
55	31	27	27	33

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
160	325	300	250	150

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

- The college has an active students' council.
- With a view to create awareness in respect of democracy, the institution used to organize election of the representatives of the students in a democratic way.
- The college arranges elections for Students to elect GS and JGS.
- As well the college appoints class representatives who are the toppers in their level in each stream who help in monitoring students' discipline, attendance, regular teaching work and other coordinating activities.
- The class representatives are appointed for each class and a general secretary and a junior general secretary for each stream.
- The college arranges elections for Students to elect GS and JGS.
- The functions of these members are to maintain discipline and healthy atmosphere of the college and to help the teachers in many ways.

- These members convey important news related to academic curriculum to their respective classes and streams.
- Log book and course completion letter is maintained by class representative. These are analyzed by these members and presented to management.
- Seminars topics are analyzed by these members and discipline is maintained during seminar work done.
- The college appoints the students representatives to help in various activities like academic, sports, culture, NSS, NCC, WDC but they are not the members of any committee.
- The NSS students organize socially productive events and useful programmes.

The List of General Secretary & Joint General Secretary of Students Council during Last Five Years:

Sr. No.	Year	Name of G.S. Student Council	Name of J.G.S. Student Council
1	2012-13	Vghasiya Priyanka H.	Vala Nisha G.
2	2013-14	Borad Nilomi H.	Dhadiya Monali R.
3	2014-15	Patel Krishna P.	Jogani Shital B.
4	2015-16	Sheladiya Darshita k.	Viththalani Disha K.
5	2016-17	Savaliya Krishna N.	Savaliya Ruchita J.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 65.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
75	82	67	62	41

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

- As such Institute is not having alumni association, but every year function of alumni students is arranged on 25th December. In which alumni students are asked to give their feedback of the institute in the feedback form.
- The priority is given to the suggestions of alumni. The suggestions are analyzed by management committee and appropriate actions are taken accordingly, which helps the institute to improve the performance quality.
- Alumni students are given chance to work in the institute as per requirement in respective departments.
- The college keeps the database of the students who have passed out from the college.
- The detail of staff and students like contact, address etc can also be seen in the staff and students biodata registers.
- The G.S. and Joint G.S. of the respective year are the ex-officio office bearers of this meetings.
- The Institute has made an alumni form online on website to get students information.
- Institute implements the suggestions made by alumni. It is the belief of the institution that the long life reputation & progress of the institution depends upon the students & staff.

File Description	Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years

<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision & Mission and Objective Of the Institute:

Vision:-

To create and develop the facilities and environment required for higher education that will provide gainful employment and instill a sense of social commitment, with a focus on the rural youth, to enable them to become responsible citizens of the nation.

Mission:-

Mission of the college is to develop the students with higher knowledge, lifelong learning skills and groom them into responsible citizens; “Social transformation through Dynamic education” is the prime motto of the institute.

Objective:-

To provide the facility of higher education for overall development of the students from economically and educationally weaker sections of Saurashtra region of Gujarat who face the challenges of the competitive world.

The role of Top Management for design and implementaion of effective quality policies :

- The principal and faculty members design the quality policy and plans in the meeting with the academic director.
- The academic director also discusses the quality policy and plans in the meeting with the top management.
- The top management, the principal and the faculty member strictly follow the rules and regulations of the affiliating university while implementing the policy and plan.
- Regular meeting are conducted before the starting of each term.
- The top management, principal and faculty members always play supportive role for the better future of their students.
- To offer meaningful academic programmes by continuous update of the curriculum, pedagogy and research methodology to suit the changing needs.

- To respond the current social issues with academic acumens.
- Most of the students of our college are from rural and educationally weaker areas. They are from economically weaker sections of the society. The colleges take care of their education and provide excellent educational facilities to them. The vision and mission of the college is in tune with the education policies of the nation.

The college translates its vision in to activities like:-

- Providing quality education to the students of rural and educationally weaker sections of the society.
- Formation of various cells and committees for the academic growth of the students.
- To create vibrant atmosphere in the college for the all over development of students.
- The college has supportive administration and ideal infrastructure.
- The faculty members motivate the students for their academic excellence.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

- The administration is decentralized as the independent Director, Principal, & Supervisor in normal situation. They take free decisions regarding academic & administrative matters under the consult of the management.
- University or government officials are contacted on phone or by letters whenever required.
- There is a perfect network of intercom telephone facilities for interacting with one another passing message to or the persons in questions.
- The Institute has effective internal co-ordination & monitoring system. The supervisors keep an eye on every academic as well as administrative activity and remains in constant touch with the principal as well as the director.
- The management representatives meet the faculty members as well nonteaching staff periodically.
- The principal with the support of the management and faculty members creates educational environment in the campus.
- Administrative powers and responsibilities are delegated to faculty members on the bases of their

competence and commitment.

- The faculty members create positive and motivating environment in the campus.
- The management monitors and evaluates the policies and plans of the institution with the help of system follow up mechanism. According to the system follow up report, the academic director deals with the principal and the principal implements and monitors the decisions with the help of various coordinators

Involvement of Leadership in different aspects:

The policy statement and action plans for fulfillment stated mission:-

- The presidents and the management committee are completely involved along with the principal to formulate the policy and action plans for the development of the college.

Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan:-

- In the beginning of academic year, the plan is decided for both the semesters, events' schedule is also prepared and the provision for funds regarding purchase of library books, lab equipments and gymkhana equipment is made.

Interaction with stakeholders:-

- Periodically, direct interactive meeting are conducted with the students and their needs are considered for improvement. The suggestions from parents and alumni are also considered for the improvement of the college.

Proper support for policy and planning through need analysis, research inputs and consultations with stakeholders:-

- Suggestions from parents, past students are considered for improvement of infrastructure and quality in education.

Reinforcing the culture of excellence:-

- Culture of excellence is created through various platforms i.e. NSS activities, cultural activities, gymkhana and sports activities and festivals. Also the students are sent to participate in state and university level events. The students who get ranks are awarded by the college also.

Champion organizational change:-

- Social commitment is made through different festivals and the platform of NSS to create competitive spirit among the students and the best speakers are also invited. Attitude of excellence is also imbibed on the students through the social activities which are also a part of curriculum.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

- The college has well defined perspective plan for development.
- The institution has a perspective plan for development which includes the aspects of vision and mission, teaching and learning, research and development, community engagement / outreach activities, human resource planning and development and industry interaction.
- To implement this plan in a meaningful manner, adequate measures are taken by the college.
- The college involves the students in different social activities to impart the values among them.
- The management has established LMC including teaching and non teaching staff for smooth and effective functioning of the college.
- The institution has a formally stated quality policy.
- It is developed according to the stated vision, mission and objectives of the institution.
- LMC and other committees develop the policies as per requirements.
- All academic matters are monitored by different head of departments.
- The stated policies are reviewed periodically by the management.

Quality improvement Strategies of the institution for the following:

Teaching & Learning:-

- **Teaching:** - The college promotes faculty members to upgrade their qualification, to attend seminars, workshops and conferences and present paper to acquire better knowledge as well as teaching skills. They are provided with all essential facilities like LCD, like LCD, projectors, audio, models, charts etc. for better teaching.
- **Learning:-** Attendance is made compulsory for all the students strictly according to the affiliating university norms.
 - Daily tests and periodic exams are conducted to evaluate their learning capability.

- The work like projects and assignments are given to them.
- The feedbacks from students are taken for every term and analyzed for further improvement.
- Tablets are provided to the first year students on initiative of Government of Gujarat from current academic year.
- We have started to inform parents about student progress like attendance, result etc. through android app of the institution from this academic year.
- We will initiate smart class room system with digital board and other facilities.
- Our library provides magazines like digit, computer word, Compute press etc.

Research and development:-

- The faculty members are suggested to refer some research journals of selected area of research and encouraged to participate in conferences and seminars and workshops.
- They are provided with all equipments and internet connection for research work.

Community engagement:-

- The college encourages students to take part in NSS, sports and other extension activities.
- Through these activities our students, faculty members and management are engaged in different community activities like blood donation camp, NSS camp for the awareness about social issues, national integrity, environmental problems etc.
- Thalassemia camp is arranged every year for first year students with association of the Red Cross Society.
- We have initiated health or fitness club, public speaking club etc for student's development

Human Resource Management:-

- The faculty members are recruited as per the requirement before the beginning of the year.
- Faculty development programmes are organized to upgrade the faculty members.
- The college has a mechanism to monitor the performance of the faculty members.
- The functional freedom is given to all the respective departments.
- The non – teaching staff perform their role for the proper functioning of the college.

Industry Interaction:-

- The college organizes industrial visits and study tours of the students to provide exposure of manufacturing process to them.
- The college also organizes guest lecturers of industrialists for the students.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

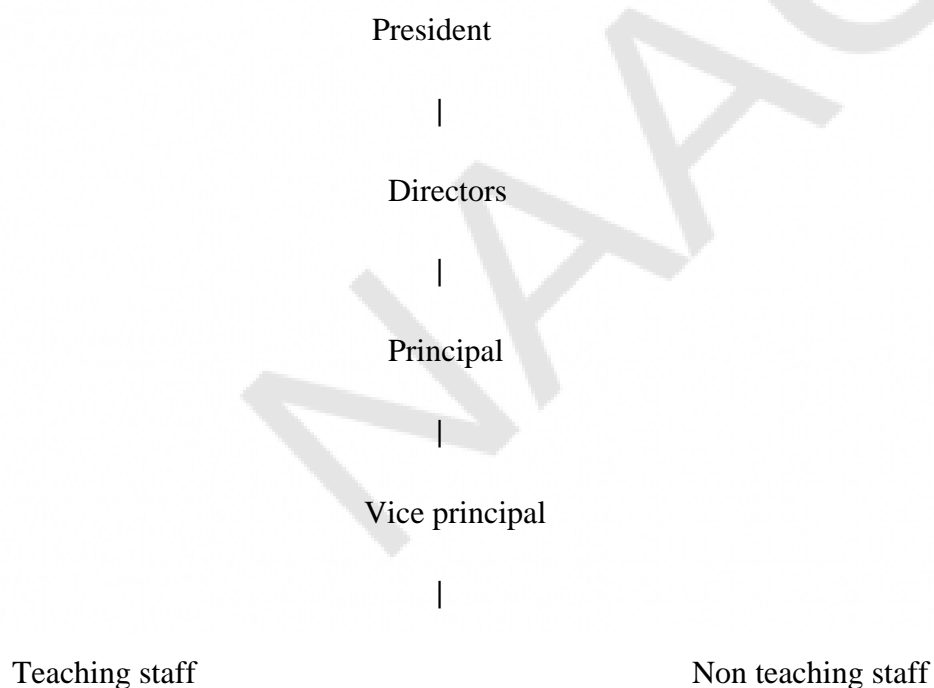
Response:

The organization has the following organizational structure. The activities of the institute are divided into two parts:

1. Academic
2. Administrative

Both the activities are linked up with each other for the synchronization of work in a better way.

General Structure of the organization:



- The management of the college is the policy making body.
- The principal is the official link between the management and the college.
- The plan is discussed and developed for academic and infra structural development every year.
- The principal and other officials monitor this plan for efficient implementation.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: C. Any 3 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
Screen shots of user interfaces	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

- Management council made some resolutions regarding a separate building for library, a swimming pool for hostel students and a separate facility of gymkhana was proposed.
- Gymkhana Facility is available in Hostel now.
- Gymkhana has facility of power lifting, weight lifting and wresting equipments. Hostel Students are allowed to use gymkhana in the morning at the time of their PT. Sports students are guided to use gym equipments properly for their effective performance.
- Budget allotments will be approved for remaining proposals.
- The work for all these projects is commenced and will be completed in nearby future.

6.3 Faculty Empowerment Strategies

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

Response:

- The faculty members are encouraged to attend the orientation and refresher programmes for the

enrichment of subject knowledge.

- The faculty members are encouraged to attend the training programmes organized by the affiliating university for syllabus change etc.
- The college arranges faculty development programmes for teaching and non teaching staff to enhance their professional capabilities.
- The faculty members are encouraged to participate and arrange seminar, workshops and conferences.
- Faculties are awarded by choosing the best teacher among them.
- The college provides duty leaves to the staff members in certain circumstances.
- The teaching and non – teaching employees are benefited with PF facility up to 25,000 salary level.
- A one day tour is organized separately for teaching and non – teaching employees in whom the expenditure is shared by the management.
- The male staffs are provided with a pair of shirt and pant material as a dress code each year. The female staffs are provided saree and Salavar Kameez as a dress code each year. A blazer is also provided to some faculties by the institution every year.
- The college always encourages the faculty members to clear NET/SLET and entrance for Ph.D to upgrade their qualifications.
- The college invites the eminent faculties with respect and honor.
- Satisfactory salary grades and other remuneration are provided according to their performance.
- Annul and additional increment is provided to retain experienced and eminent faculties.
- All the staff (teaching and non teaching) members are invited with family for dinner followed by recreation program once every year.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2.8

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	2	2	3	3

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 8.52

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	0	0	2	3

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

- Performance appraisal of teaching and non teaching staff are made by the various academic and administrative heads respectively and supervisors and students feedback through constant monitoring & entrusting the confidential reports/ feedback to director.
- Senior teachers visits classes by time to time are also in practice and reports with remarks are submitted to the management through principal and thereafter also proper steps are taken to improve the teaching.
- The performance assessments of teaching staff is collected at the end of every academic quarter and evaluated by the principal.
- Feedback of teaching staff is collected from students quaterly and analysed by management, which is a main criteria for performance appraisal.
- Performance of the non-teaching staff is evaluated by the heads of the department and the principal.
- The principal conveys both satisfactory and non satisfactory report to the management.
- Management suggests for the improvement about the performance of teaching and non teaching staff.
- Appropriate action is taken by the management by reviewing the performance appraisal reports of the employees.
- The performance review is done eventually by informal method and accordingly the decisions are conveyed by written circulars to the concerned stakeholders.
- As well the principal communicates to the concern employee whose performance is below average or management directly ask to the person for improvement.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- A system of account audit is of two ways:
 - Internal Audit
 - External Audit
- Internal audit is done by the account department and external audit is conducted by a certified chartered accountant.
- The External audit is carried out by chartered accountant appointed by the parent management and is approved in the LMC.
- Audit report is prepared by CA and submitted to the Institute.
- Institute is following transparent account policy and there were no any audit objections.
- This audit reports are well maintained by the Institute.
- Institute is following transparent account policy and there were no any audit objections.
- Our account division make a record of each and every purchase entry by accounting software.
- The salary of each and every employee is deposited in their salary accounts.
- The labors are given their pay in the form of cheque of account payee.
- Every transaction is supported by vouchers and all the collections are deposited in the bank.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III)

Response: 1.2

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.332	0.133	0.3536	0.0128	0.3725

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

- The college has a transparent system of accounting.
- Reserve and endowment fund is maintained for particular college regularly by account office of the institute.
- The revenue and income come by the voluntary donations and assistances provided by the institutions, members of the trust and other well-wishing citizens of India and Abroad, is used for development of the institute.
- Various committees are active in the institution, who takes note regarding maintenance of equipments. And accordingly requirement is evaluated.
- Requisition in respect of requirements of equipments, computer labs accessories, college building etc. are being purchased by bills only and entry register is maintained accordingly.
- As per the necessity of the materials, the director gives sanction on the spot.
- The institute has purchase officer. If the material is of high value, the Institution has adopted method of inviting quotations and thereafter purchase officer find out the lower value quote and approves through the management.
- The Institute has adopted system to purchase required material through bills respective of values.
- No any specific amount has been allocated in the budget but the amount is provided throughout the financial year whenever required.
- Also the principal is free to place any budgetary requirements during the whole financial year at any time before the LMC.
- The utilization of budgetary fund is monitored by the LMC.
- The salary of each and every employee is deposited in their salary accounts.
- The labors are given their pay in the form of cheque of account payee or deposited in salary accounts.
- Every transaction is supported by vouchers and all the collections are deposited in the bank.

- Fee is collected from the students as per parent university norms.
- Financial help is provided by public leaders and parent management. There is no deficit in these last four years.

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

Response:

The institute has re-established an internal quality assurance (IQAC) cell in the Year 2017-18. IQAC is currently focusing on SSR process for reaccreditation.

The IQAC has re-established with the list of following members:

Chair Person: Mr. Rajnikant Pandya

Management Representative: Mr. Mansukh Dhanani

Faculty Members: Mr. Ashoksinh Zala

Alumni Student Member: Ms. Heena N. Jogani

IQAC Co-Ordinator: Mr. Ashoksinh Zala

Other Faculty Members: Ms. Manisha P. Tarpara

Mr. Chiman L. Koladiya

Mr. Kapil J. Savaliya

Mr. Dharmesh A.Koladiya

Administrative Staff: Ms. Pinal Vasoya

The objectives of Establishing IQAC are:

1. IQAC is currently focusing to prepare institute for accreditation
2. To ensure quality improvement in the entire activities and programmes of the institution.
3. To ensure stakeholders participation in planning, management and development of different programmes.
4. IQAC evaluates the achievements the goals & objectives of the Institution.

Quality is assured by full time planning, reviewing, implementing and improving the performance as per the guidelines of Parent University. Our Management of the college is keen to sustain the academic and administrative quality

Contribution of IQAC for quality assurance strategies and Process:

- To increase the reading habit of students, we started mobile library. A library member assigned to mobile library visit the class or staff room and offers a book for reading.
- To improve presentation skill of the students our IQAC team started to organize student seminars once in a week.
- To improve knowledge in faculty and students Staff seminars are arranged once in a week. Every staff and students have to attend seminars compulsory.

Best Practices example of IQAC initiatives:

- The college has adopted evaluation system in the form of daily test, repeatedly exam, quarterly exam etc. which directly affect the internal marks for all subjects.
- Students are being prepared for every subject by daily homework test of 20 Marks in the first period every day, in respect of whatever taught to the students yesterday. As well weekly tests are also taken. This system identifies slow learners and advanced learners. Answer sheets are returned to the students, after checking by respective faculty members.
- Internal exam called repeatedly rounds are taken after the course completion and before the university examination as well at the end of each quarter. The whole syllabus is being divided in five parts i.e. each part consist of 20% of syllabus and papers are being set of total 100 marks.
- Record is being maintained in the register marks obtained by the students. On the basis of performance internal marks are given to the students.

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

Response:

The institute has recently re-established an internal quality assurance cell. IQAC is currently focusing to prepare institute for reaccreditation.

Institutional mechanisms are in place to continuously review the teaching learning process. It's structure, methodology of operations and outcomes is as followed:

Structures:-

- The college has generated mechanism for checking the teaching – learning process.
- It involves direct interaction with students and feedback.

Methodology of operation is:-

- Teaching plans
- Review of percentage of syllabus completion is taken
- Checking of Syllabus completion
- Internal assessment is conducted
- Attendance of students is regularly checked.

Outcome:-

- Improved quality and progress is reflected in result and internal marks.
- The college communicates its quality assurance policies, mechanisms and outcomes to its stakeholders by the following means.
 - Institution prospectus
 - News papers
 - Notice board
 - Press release
 - College website
 - Staff meeting, parents meeting & students meeting.

Examples of Institutional reviews and implementation of teaching learning reforms:

- LCD projectors are being used by faculty members to make teaching learning more effective.
- Video lectures of external experts are arranged for final year students about 5 to 6 times throughout the year.
- Tablets are provided to the first year students on initiative of Government of Gujarat from current academic year.

- We have started to inform parents about student progress like attendance, result etc. through android app of the institution from this academic year.
- Student's seminars are arranged once in a week, for the development of communication skills as well presentation skill.
- Staff seminars are arranged to improve knowledge in faculty and students once in a week. Every staff and students have to attend seminars compulsory. Record is maintained in a hand book named Ready Reckoner, with the name of title and name of the presenter.
- After implementation of student seminars, we observed improvement in student's personality as well presentation skill. Stage fear of the students is decreasing through this practice.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 24.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
44	28	29	23	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

- The college has an integrated frame work for quality assurance of academic and administrative activities.
- All the heads of departments plan and implement the academic activities.
- The principal of the college permits the plans for putting into action.
- The principal takes reviews and provides suggestions in the meetings during each academic session.
- The college conducts extension lectures on quality improvement of academic and administrative activities.
- The staff members are encouraged to attend the outdoor training for improvement also.
- The principal and senior faculty members conduct the academic audit of all the departments which includes teaching learning process, academic extension, research and extracurricular activities.
- System follow up is taken by appointed non teaching staff quarterly.
- The suggestions are communicated to particular department through principal for improvements of their departmental activities.
- We are participating in Students Development Programme(SDP) organized by IQAC department of Saurashtra University for skill development of students in every 2-3 months. SDP is a full day workshop, in which students participate who has maximum presence throughout the year and a coordinator from the institute. Till Today two workshops completed with title, know yourself and Grooming Etiquette. 30 students participated in this SDP.
- To improve presentation skill of the students we started to organize student seminars once in a week.

- To improve knowledge in faculty and students we started Staff seminars once in a week. This is compulsory to attain by every staff and students.

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 0

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

Report of the event

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

- At present only girl's students are taking education in the Institution, so general problems may arise but our principals and professors are used to solve problems of the students whenever arise. In some cases director of the institution also help to resolve the problems of the students.
- With a view to safety & security of girl students, faculty and institutional assets, Institution has taken certain steps.
- Professional development counseling programmes are organized for staff and students.
- Professionals like doctors, lawyers, social activists are sharing their knowledge about community services, women safety and security through invited lectures for our girl students.
- The WDC organizes events on personality development, women empowerment, self defence disaster management, legal awareness, health awareness etc.

- The Building of college has been built up by using earthquake resistance materials.
- The institution has its own Primary Health Centre in which doctor give services on part time basis. The institution has its own ambulances by which students or faculty can be shifted in nearby hospital in the case of emergency.
- The institute has its own ambulance also.
- The institute has also installed fire extinguishers in all labs.
- Switch boards are connected with automatic load control system for safety purpose during electricity load fluctuation.
- As the Institution is exclusively for girl students dressing room is available.
- There is facility of toilet and bathroom in every floor, which are being cleaned by sweepers daily.
- At the end of each corridor drinking water facility is available. The Institution has own RO filter plan through which drinking water is provided.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 82.76

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 2400

7.1.3.2 Total annual power requirement (in KWH)

Response: 2900

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 20

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 2

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 10

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

Solid Waste Management:

- Waste/dust bins are placed at every department which generates waste.
- Every year, we store dead stock scrap materials and papers to recycle at the end and dispose off.
- Labours are appointed to collect waste from different bins and disposal of this waste is transported to the regional disposal place provided by municipality.
- Plastic waste is eliminated by natural method.
- Paper waste is collected from different department and transported to a paper stock dealer for recycling.

Liquid waste management

- For the hazardous waste institute has its own waste disposing equipments in science department.
- Acids, alkalis and other chemicals are drained with plenty of water so that they get diluted and can't cause harm in the laboratory for science department present in the campus.
- Under ground pipe lines are well planed to manage liquid waste of the college buildings as well hostel buildings.

E-Waste Management:

- Reuse of most of the electronic equipments and other materials whenever possible.
- After the end of lifetime, computers and their accessories are sold as scrap to local vendors in a proper way.
- E – Waste is dumped in the college campus in proper way.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

- The Institute building terrace is constructed in a way that water from the rain comes out either in plant area for pouring or drained water well for harvesting purpose.
- Sometimes rain water is collected and used as distilled water by all the laboratories throughout the year in respected department.
- Institute campus has large built up area to conserve and harvest the rainwater. Step of Rainwater harvesting is being done in the campus. As one of the activities the Roof of Girls hostel building is used as the catchment area for rain harvesting. The current system in Girls hostel consists of collection of rainwater from the top of and discharging it in the nearby existing Tank which subsequently will percolate. The water level rise is observed sometimes as a result of this water harvesting which exists in the campus. And water is used for other supply in hostel division.
- College building construction is done in such a way that rainwater from the top of building fall on to the ground and it being absorbed by soil. This is helpful for our boring system.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

- Besides making the campus eco – friendly, the messages like energy conservation, rain water harvesting, fuel and electricity saving, cleanliness, health and hygiene are spreaded by different programmes associated with the college.

The college takes the following measures to keep the campus green and clean:

- Whole campus is filled with lots of plants and trees.
- The students are explained not to throw plastic and other garbage here and there.
- The college has Stationary shop named Bhandar in which Woven bags of Sankul are used to replace plastic bags.
- Sweepers are employed to keep the campus clean and to water the plants and trees regularly.
- We also avoid the practice of burring papers and plastic in the campus
Chewing of tobacco, smoking or other such habits are strictly prohibited in the campus.
- The students are explained about the conservation of environment in the lectures of related subject.
- The president also insists on taking care of plants and trees as he is a lover of nature.
- Transportation is available for students. College bus is available.
- Institute is having medical van facility for hostel students.
- Some of our faculty members and students use electric bikes to save environment.
- Our Institute is having more numbers of hostel girls as compare to city girls so they use pedestrian road of campus.
- Campus uses institute non woven bags to make campus plastic free in terms of plastic bags.
- Campus is surrounded by well established RCC road to make it pedestrian friendly.
- Each hostel is equipped with solar water heater for the hot water facility for the residing students. It saves the energy consumption and keeps the environment pollution free.

File Description	Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**Response:** 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0.00050	0

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 35

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise

during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
7	7	7	7	7

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 15

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	3	3	3

File Description	Document
Details of initiatives taken to engage with local community during the last five years	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 5

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

- The institute organizes functions to celebrate national days like 15th of August, 26th January etc. In which students of NCC cadets perform parade as well Sports drilling is organized. Students perform yoga, gymnastic etc in drilling program.
- The college celebrates world environment day, world population day, World women's Day, World Redcross day, world book day etc. to make students aware about the importance of the day.
- The college organizes cultural and musical functions to celebrate regional festivals and national festivals.
- Martyrs' Day is celebrated. Two-minute silence is performed on Shahid/ martyrs' Day.
- The institution organizes talk and guest lecturers for inculcating the moral of celebrating particular days among the students.
- Constitution Day/ National Law Day is Celebrated every year.
- The college celebrates teacher's day. On the Teacher's Day, the students take classes as if they are teacher and under the marking scheme concerned class rankers gives them numbers based on their performance and certificates are also being given to the students as to inspire them to think in respect of education.
- The institute organizes various festival celebrations with special preparations of dress and typical celebration methodologies like following:
 - Ganesh Mahotsav
 - Navratri
 - Holi
 - Bhim Agiyaras
 - Gauri Vrat
 - Poshi Punam
 - Shiv ratri
 - Ram navmi
 - Sharad Punam

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

- The college has a transparent system of accounting. Reserve and endowment fund is maintained for particular college regularly by account office of the institute.
- The budgetary provision is there for whole through the financial year.
- The principal is free to place any budgetary requirements during the whole financial year at any

time before the LMC.

- The utilization of budgetary fund is monitored by the LMC. The salary of each and every employee is deposited in their salary accounts.
- The labors are given their pay in the form of cheque of account payee or deposited in salary accounts.
- Every transaction is supported by vouchers and all the collections are deposited in the bank.
- Fee is collected from the students as per parent university norms.
- Financial help is provided by public leaders and parent management. There is no deficit in these last four years.
- All the academic or administrative functions are computerised so complete transparency is maintained in the Institution.
- Before the commencement of the new academic session, the prospects called ready recknor is prepared and made available to the students which contains the information regarding admission procedure, fee and scholarships, rules and regulations, many past records of institution etc.
- As well the college has institutional website with the address: www.sankul.net , in which the information regarding courses, academic schedule, detail of faculties, results, library detail, cocurricular and extra-curricular activities, photo gallery they are uploaded time to time.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practices : 2

Title 1: Eye check up

Introduction:-

- Eye plays an important role in the life of any living being. So the aim of arranging the eye check up camp was to create awareness among the rural people and the students about the eyes. As it is a very sensitive organ of human body, we have to take much care of it.

Objectives of the Practice:-

- To fulfill social commitments by helping the rural people having weak eyesight.
- To create awareness among the society about problems of eyesight.
- To foster students about their responsibilities towards the society.

The context:-

- It was found that some people have weaker eyesight in the villages during the camp of our NSS unit.
- Simultaneously, we came across the head of Vision Eye Care, Rajkot and decided to conduct an eye check up camp in those villages through the platform of on NSS unit. It was really challenging for us but with great support, we did this.

The practice:

- The practice of eye check up was conducted through Vision Eye Care, Rajkot.
- A convenient day and place were decided.
- Accordingly, pamphlets were prepared indicating date, venue and timing of the camp and were distributed by the NSS volunteers in the villages.
- The Sarpanch and the members of the gram panchayat were contacted and informed about the camp.
- On the day of the camp, necessary arrangements were made by the staff and NSS unit.
- The patients were checked, found out their deficiency and advised to take further care.

Constrains:

- Publicity through personal and public contacts.
- Distribution of pamphlets in the village.
- To explain the students about their eye problems.

Evidence of success:

Sr. no.	DATE	VENUE OF THE CAMP	NO. OF EYE CHECKER
1	10/01/2017	Village-Vadera	200

Problems encountered and resources required:-

- Camp venue was the village so it became some-what difficult for us to arrange things like dark room, trained team etc.
- We had to face frequent failure of electric supply.

Best Practices : 2

Title 2 : Best teacher award

Objectives of the Practice:-

- To identify the devoted teachers.

- To encourage them and other teachers by putting them as a model.
- To throw the light on the duty paid by these teachers.

The Content:-

- The best teachers are awarded by the state and central government every year so taking clue from this thought we created such concept at local level.

The practice:-

- To identify best performers in the field of teaching for better development of the college.
- We considered all kinds of aspects of their field and collected data of each teacher.
- We selected most appropriate teachers for this award.
- We invited the teachers on felicitation programme arranged by the college.
- We felicitate them by awarding with asset of books, a shawl, a bag and a set of metal dinner set.
- Motivational speech was given by the academic director in the end.

Evidence of Success:

Sr. No.	Name of the teacher	Stream	Fields of performance	Year of appreciation
01	Mr. Dhaivat Zala	BCA	Maximum Present throughout the year	2015-16
02	Mr. Kapil Savaliya	BCA	Maximum Presence of students in the Class of Teacher	2015-16
03	Mr. Rajnikant Pandya	BCA	Serving for 15 years or more	2016-17
04	Mr. Ashoksinh Zala	BCA	Maximum Seminar Presentation	2016-17
05	Mr. Chiman Koladiya	BCA	Maximum Presence of students in Class of Teacher	2016-17

Problems Encountered and Resource Required:

- The time is needed to conduct survey.
- Deciding criteria for eligibility is tough.
- Collection of the data of their performances.
- Availability of human resource.
- Efficiency required for continue practice.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:**Institute has the vision as follow:**

- To create and develop the facilities and environment required for higher education that will provide gainful employment and instill a sense of social commitment, with a focus on the rural youth, to enable them to become responsible citizens of the nation.

The college priority to translate vision in to activities like:-

- Providing quality education to the students of rural and educationally weaker sections of the society.
- Formation of various cells and committees for the academic growth of the students.
- To create vibrant atmosphere in the college for the all over development of students.
- The college has supportive administration and ideal infrastructure.
- The faculty members motivate the students for their academic excellence.

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

Graduate level courses:- B.C.A. (Computer Application)
courses:-PGDCA

Post Graduate level

Educational facilities:-

1. A separate building having all kinds of necessary facilities including computer laboratories, library etc.
2. Well qualified and hard working teaching and non – teaching staff.

Residential facilities:-

1. Extra fine hostel buildings for residential students having all kinds of facilities like solar water heaters, laundry, mess etc.
2. These hostel buildings are surrounded with lots of greenery.

Additional facilities:

1. Separate offices for president, directors, principal etc.
2. Separate facility of gymkhana, sports room, culture room, play ground etc.
3. Auditorium and seminar hall.
4. CCTV cameras in all the class rooms and corridors.
5. Drinking water from R.O. plant.
6. Biometric card system for staff attendance.
7. Projector rooms and language laboratories.
8. Mike system having different range of loud speakers.
9. Photo copier machine's facility.
10. Post facility.
11. National Bank's ATM facility.
12. Stationary and Bhandar facility.
13. Shopping mall and deposit facilities.
14. Beauty parlour facility.
15. Canteen facility.

Skill development activity:-

1. Personality development guidance.
2. General knowledge improvement.
3. Career and competitive exam guidance.
4. Lesson of social life for residential students.

Concluding Remarks :

- Our college is situated at Amreli (Gujarat) which is one of the most educationally weaker and economically backward regions of Gujarat state. We get students from Gujarat state including Amreli city and its nearby villages. We have also well facilitated hostels for residential students of remote and far areas. Our college has completed 15 years of its existence.
- It is certainly a challenging task for us to prepare ourselves for Re-accreditation and assessment. The process of accreditation has helped us to improve infrastructure, academic activities, co – curricular activities & other useful facilities. Our college has tried its level best to fulfill the requirement of various criteria of assessment and accreditation.

NAAC