



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1. Name of the Institution

SMT. C.D.JHOBALIA ROFEL ARTS AND SMT.
I.S.R.ACHCHHARIWALA ROFEL COMMERCE COLLEGE, VAPI

• Name of the Head of the institution

PRIN. DR. H.A. DESAI

• Designation

Principal

• Does the institution function from its own campus?

Yes

• Phone no./Alternate phone no.

8320672782

• Mobile no

9825140508

• Registered e-mail

rofelac@yahoo.com

• Alternate e-mail

desaihemalir1@gmail.com

• Address

ROFEL CAMPUS NAMDHA ROAD P.B. NO. 67 VAPI (WEST)
GUJARAT

• City/Town

VAPI

• State/UT

GUJARAT

• Pin Code

396191

2. Institutional status

• Affiliated /Constituent

Affiliated

• Type of Institution

Co-education

• Location

Semi-Urban

• Financial Status

Grants-in aid

• Name of the Affiliating University

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

• Name of the IQAC Coordinator

Dr. M.U.Daru

• Phone No.

9327719753

• Alternate phone No.

8320672782

• Mobile

9327719753

• IQAC e-mail address

mudaru9@gmail.com

• Alternate Email address	desaihemalir1@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year))	https://rofelacc.org/home/aqar
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://rofelacc.org/home/academicsCalender

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	B+	2.69	2021	02/02/2021	01/02/2026
Cycle 2	B	2.30	2014	24/09/2014	24/09/2019
Cycle 1	B	71.10	2007	31/03/2007	31/03/2012

6.Date of Establishment of IQAC	17/07/2007
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7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
College	Azadi ka Amrit Mahotsav 1st Installment	State Government	2022-23	10000
College	Azadi ka Amrit Mahotsav 2nd Installment	State Government	2022-23	5000
College	Innovation Club	State Government	2022-23	5950
College	Amrit Mahotsav Panch Prkalp	State Government	2022-23	10000
College	UDISHA, Placement	State Government	2022-23	15000
College	Finishing School	State Government	2022-23	300000
NSS	Extension Activity	University, State Government, MHRD	2022-23	159405

8.Whether composition of IQAC as per latest NAAC guidelines	Yes
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• Upload latest notification of formation of IQAC	View File
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9.No. of IQAC meetings held during the year	02
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• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes
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10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
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11.Significant contributions made by IQAC during the current year (maximum five bullets)

- Two days' State level Workshop on "NAAC awareness program on revised affiliated college manual, promotion of quality culture & AQAR"
- College has participated in IDP, NIRF, GSIRF, ARIIA, IIC etc. and MOU with EDII, Gandhinagar for Skill development of the learners.
- College has got the approval for Research center by Veer Narmad South Gujarat University, Surat
- college runs university approved certificate courses (1) Beauty and Wellness (2) GST and (3) TALLY computer course, also FINISHING SCHOOL for Life skills Development and for English Language proficiency sponsored by KCG, initiative by Government.
- Jewelry making workshop (skill Development) especially to empower female students.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Taking approval of running Research centre to inculcate research habit in students	This year our institute got university approval for Research center.

Filling Data of GSIRF, NIRF, ARIIA, IDP	College has successfully participated in IDP, NIRF, GSIRF, ARIIA, IIC etc.
Arranging Guest lecturers, to provide an important educational experience to students based on the real-world life experiences.	Various Guest lectures are arranged and through that discussions, interpersonal competence and communicative skills are fostered of the students.
To conduct various activities under NSS, NCC to make students aware of their social responsibility towards the community they live in.	NSS and NCC is our college's active branches, throughout the year they performed their social duty very well through their activities keeping in mind various schemes gifted by our honourable PM, such as Beti Bachao, Beti Padhao, Saxarta Abhiyan, Say No Plastic, Cleanliness, Voter awareness etc.
Activity under UDISHA, Women Cell, SAPTADHARA, SCOPE, SPORTS etc...	Various activities under all these heads are being conducted for the over all development of the students.
Signing More MOUs for industrial linkages	College has signed linkage with EDII, Gandhinagar
Encouraging faculties to attain minimum qualification such as NET, SET Ph.D.	Two of our Ad.Hoc Faculties completed their Doctoral Degree
workshop conduction of personality development, GPSC/NET/GSET/IELTS classes	successfully running these programmes
Skill development workshop	In accordance with INNERWHEEL CLUB OF VAPI, we organised jewelry making workshop to empower our girl students.

13. Whether the AQAR was placed before statutory body?	Yes
• Name of the statutory body	
Name	Date of meeting(s)
IQAC	21/02/2024

14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021-22	30/09/2022

15. Multidisciplinary / interdisciplinary

Rofel Arts and Commerce College, vapi is established in the year 1989, by ROFEL TRUST that includes Shree Kanubhai Desai (Finance, energy and petrochemicals minister, Gujarat) and Padam Bhushan Shree Rajju Shroff. With the noble vision of spreading light of knowledge and with the mission of creating educated and skillful moral citizens who will join hands in spreading VIDYA DANA, the college provides educational platform to nearly 2000 students. As having a vision of spreading knowledge in various fields and to provide empowering employability and careers services to young aspirants, especially girl students, college giving knowledge opportunities to remote area students to walk with the digital world. Having such noble vision Rofel Trust is now going to be a state level university called 'RAJJU SHROFF ROFEL UNIVERSITY', which gives our students to build a career in Finance as it offers MBA and we do have MOU with the university for the same. In order to cater the demand, there are 11 departments and committees and cells like Culture, Spathdhra, Women cell, UDISHA, Literary club, Innovation club, NSS and NCC. we also have SAHITYA VRATUL (LITERARY CLUB) and ECONOMIC FORUM that provides new directions to our learners to bloom differently. Through multiple activities such as lecture series, cultural gathering, competitions, exhibitions and Industrial visits, students demands get catered. Our affiliated university Veer Narmad South Gujarat University, SURAT has setup number of multidisciplinary papers: for under graduate students. Population Education, Environment Science, A study on Vivekananda, Bhasha Sahitya Kaushal, A study on Mahabharata, Marketing Management, introduction to Indian Constitution etc. The college has enriched library with more than 24500 books, reference books, e-sources. This year the college has established Research centre with the university approval. A demand of students is catered through ICT base learning, we have 12 smart classes. we do have ONLINE ASSESSMENT CENTRE FOR PAPER ASSESSMENT at our college. At the same time demand of sports could be catered through huge ground., running tracks, cricket ground suitable for Ranji and gymnasium. The college has active MOU for skill development, Placement, Overall development. To encash power of new generation and to improve employability of students we have UDISHA Club that looks after interview and placement. The students' health, knowledge and intellect could be developed for new age by introducing courses such as University approved GST, TALLY, Beauty care, various lecture series etc. The management has full support to construct required infrastructure for innovative courses. The courses at college have traditional sort of exposure, hence it is opportunity to enrich students by introducing new courses in future. from next year onwards, Under NEP-2020, University is going to introduce various options of courses under AEC/SEC/ MDC/ Minor and Major subjects.

16. Academic bank of credits (ABC):

The institution has right to initiate the academic bank of credits under National Education Policy 2020. This will encourage and promote the entire stakeholder for multidisciplinary liberal education. As per the New Education Policy, the ABC has been set up by the University Grants Commission (UGC) in which students will be given multiple entries and exit options. The institute will keep the academic records of the students into Academic Bank Credits in digital mode at central office on the University Portal as our institute is affiliated to Veer Narmad South Gujarat University, Surat. The College has appointed faculty coordinator for the management of the Academic Credit Bank record purpose. The concept of ABC is fuel to boost the efficiency of faculty and help students embrace a multidisciplinary educational approach. The idea is to make students "skillful professionals" and help their overall growth. Our college runs many self learning and add-on courses along with the certificate courses in various disciplines. Students from different streams can participate binary courses and choose their subjects as per their choices. Our institution has signed MoUs with various other institutions, corporate house and industries which will help to transfer the credits earned by the students. Various University approved certificate courses are undertaken for the development of the learners, in which university provided marksheets to the students. Also We feel proud that our university is being declared as First to achieve the goal in ABC.

17. Skill development:

Skill: Our institute's vision is to create fully formed students both professionally and socially through career-oriented and value-based education. We also want to help them acquire the skills necessary to see the world through new eyes and to adapt to the fast changing conditions of the modern world. Under the women's cell, our institute offers skill-based courses in culinary arts, beauty care, and self-defense each year. We have been successfully completing two batches of university-approved certificate courses in beauty and wellness, Tally computer course, GST, and other subjects over the past two years. Students are taught PROFESSIONAL ETHICS through a variety of "Soft Skill Development" activities offered by UDISHA Club (Placement "Lakshya" Project). Interview skills training is organised by placement cells. Guest talks are scheduled on time. The "Finishing School" project, an effort of the Gujarat government, KCG, offers training in soft skills, including time management, goal-setting, teamwork, leadership, presentation skills, body language, language competency, and interview techniques. Online guest lectures and workshops are offered in the areas of mind power, personality development, and skill development. Through a course on population education introduced by the university, students also study about gender equality and research. Our Knowledge Hub (language lab) is used for various purpose, such as Cambridge university affiliated SCOPE-English learning certificate course is initiated for students to learn LSRW skill. For students to gain firsthand knowledge, fieldwork, an industrial visit, and a campus tour are scheduled. Through this, students are exposed to corporate culture, import/export procedures, manners, office atmosphere, and work culture. Many Memorandums of Understanding have been signed to help students develop their inner skills and confidence. The MOU is inked with the MAA Foundation, Shaktimanch, G.B. Laddha Co. This year we have conducted two workshop one is for girl empowerment 'jewelry making' and other is paper bag making for saving environment and employment of the students. college always organizes various activities for inculcating values, rights, duties and responsibilities as a citizen of India abiding by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem; following the noble ideals which inspired our national struggle for freedom; promoting harmony and the spirit of common brotherhood amongst all the people of India through the paper in history namely 'The introduction to Indian Constitution' which enhance values of Constitution. The new learning methods and digital tools are being used for the learners like Virtual learning methods, Google Classroom, Teams. etc. the college has active Innovation club, women cell, economic forum, literary club for the inner development of the students.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Our college is situated near PARNERA Hills, which is known for Veer SHIVAJI MAHARAJ and his tales that motivates our learners to study and adopt various culture. Our College is song is especially composed by SAHITYA AKEDEMY AWARD WINNER and GUJARAT GAURAV WINNER - KAVIGURU 'USHANS', that teaches our students to respect mother language and its rich cultural connections. The National Education Policy 2020 proposes an all-encompassing educational framework inspired by India's rich cultural, linguistic, and artistic heritage. It is believed that promoting Indian arts and culture is crucial, and one way to do this is by including Indian arts in the core curriculum. This would enhance students' cognitive and creative skills in addition to helping them to develop a strong sense of identity and aesthetic perspective. As part of our institute's curriculum, students study Sanskrit language and get knowledge of the "essence of Bhagwat Geeta," "Mahabharata," "Vedas," and how to introduce themselves in Sanskrit. Additionally, in compliance with SANSKRIT BHARTI GUJARAT RAJYA PRERIT, we organise SANSKRIT GAURAV PARIKSHA each year. We also organise a number of competitions, including Sanskrit Strot Gan, Bhagwat Geeta Sholk Gan, translation and comprehension, and speeches about the value of the Sanskrit language. Our institute also observes Bhasha Day, Sanskrit Saptah, Hindi day. Understanding Indian history is essential to understand Indian culture, and we provide our students the opportunity to study history by offering History as an elective subject in Undergraduate programme. To enhance their knowledge and to instil the cultural and moral values, we have opted for IKS and BKS as multi-disciplinary subject at undergraduate level. These subjects includes ancient texts like Panchtantra, Upnishad etc. Despite being a foreign language, English becomes essential for everyone to be able to interact with others and grow as individuals. We provide the Cambridge University-approved SCOPE-English LSRW skill learning certificate online

course. For the past four years, students have participated in numerous activities in the Sahitya Vartul (economic forum) and languages (Gujarati, Hindi, and Sanskrit).

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

Upgrading the traditional or conventional education system which focuses on the specific parts of the aspects of course outcome is called Outcome Based System (OBE). In the OBE system all the parts of education system focuses on the courses outcome. Most of the skill based course are taken up by the students. The students take up courses with a certain goal of developing skills or gaining knowledge and they focus to complete the goal by end of the course. At present the OBE System is used in leading nationwide institutions. Now a days this system is considered as standard system which will help the students to be successful in career. The institute offers programs having well stated outcomes. The institute is focusing on the methods of training and practical programs conduction with the impact and the time span. Recently it observed major shift for training, field knowledge and practical aspects such as teaching learning with structural setup. skill development practical and theoretical understanding communication skills through seminars group discussions and leadership problem solving and skill implications assignments and projects. Well stated outcome based curriculum is developed by the VNSGU to implement at the college as the institute is affiliated to it. It has a clear structure of the outcome based system that gives clear directions of NEP 2020 published on the university website. Outcomes of BACHELOR OF ARTS and MASTER OF ARTS Student seeking admission for B.A. and MA. programme is expected to inspire encourage with following quality which help them in their future life to achieve the expected goals. 1. To realize human and its ethical values. 2. To create sense of social service. 3. To prepare responsible citizen of nation 4. To acquire critical temper 5. To acquire knowledge of India's long past tradition for shaping prosperous future. Outcomes of BACHELOR OF COMMERCE and MASTER OF COMMERCE (Guj and Eng. Medium) : 1. to know the market strategies 2. to contribute in nation development 3. to acquire knowledge of rapidly changing scenario of the world and its economy 4. to develop skills in finance management etc.

20.Distance education/online education:

Students who learn remotely have more freedom to work at their own speed and go over their work whenever necessary. The advantages of distance learning are distinct. Independent study is highly valued in this style of learning. There is a BABA SAHEB AMBEDKAR OPEN UNIVERSITY centre at our institute. Many students are pursuing their degrees there, and our institute constantly provides those students with their whole assistance. We use the university guidelines as a guide when conducting external studies at VNSGU, Surat. Also we are running External Courses provided by VNSGU, Surat Digital learning is an innovative approach to education; our professors use YouTube learning, PPT presentations, and audio-visual aids to provide students with a thorough understanding of the material. PPT creation assignments are even provided to pupils. For their improvement, Bi-sag is currently active. In addition, we provide our students with online classes in Tally, GST, and SCOPE. In order to improve students' abilities, our institute has held webinars, workshops, virtual guest lectures, seminars, and creative learning via online platforms. Numerous online interviews were also performed under the auspices of UDISHA club. we have government aided MS team software for online education. we also have whats app group to provide every notices and study material to the learners.

Extended Profile

1.Programme

1.1

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

202

File Description	Documents
Data Template	View File

2.Student

2.1

Number of students during the year

1921

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

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

697

File Description	Documents
Data Template	View File

2.3

482

Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1		24
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2		16
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1		18
Total number of Classrooms and Seminar halls		
4.2		21.15
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		110
Total number of computers on campus for academic purposes		

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Our college is affiliated to VNSGU, Surat. The college implements the curriculum, which is framed by the university keeping in mind NEP-2020. The curriculum is passed in BOS, many of our faculties are working in BOS. The academic schedule is announced by the university and college prepares its academic calendar, which includes the workload, teaching plan. The workload is distributed taking into account the university's and Govt. of Gujarat rules, teachers' aptitude, interest, and subject-matter competence. Teachers develop their Teaching plans, which guarantees on-time course completion.

The time-table is prepared by the committee. The IQAC monitors the regular classes, timetable and also completion of syllabus on time. Schedule changes are made when a teacher takes a leave. The faculty has effectively employed ICT to improve understanding of the subject by using PPT, video clips, computers, LCD projectors, and mobile devices etc.

A variety of instructional strategies are employed, such as group discussions, class test, assignments, seminars, brainstorming sessions, and so forth. A required course on field visits and project reports is offered. Students must visit several industries, and prepare a project report. This report is evaluated by the internal and external examiners. This increases exposure with the outside world.

Add-on courses assist students in gaining vital life skills. Supplementary courses that offer transferable skills help students discover new opportunities and develop a solid career. Colleges hold conferences, workshops, seminars, and expert lectures in an effort to help students reach their potential.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://rofelacc.org/home/academicsCalender

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

The noble purpose of education makes future construction feasible. More concealed knowledge is revealed through evaluation, which is a step towards advancement and improvement. Learner progress, needs, and gaps are highlighted through internal evaluation. The essential triangle consists of

transparency, accuracy, and dependability. In order to improve quality, the IQAC monitors strategies for developing and implementing methods to restructure the evaluation process.

As an affiliated institute, we adhere to the CBCS pattern for our individual universities' evaluation procedures and exam schedules. Colleges set their own calendars as per university calendar. For efficient operations, colleges do have examination committees.

Every semester, the college administers one internal test and one university exam. Attendance and library assignment are also the basis for internal evaluation. Students are required to complete assignments sitting in library, using reference materials. online tests, Viva Voce, question-and-answer sessions, and old question paper solutions, practical problem solution are all incorporated, also connect with our students through WHATS APP Group for various communication and Notices.

In order to ensure that new students have no problems, all faculty members and administrative personnel assist them in completing forms, subject codes, and other procedures. Another technique that gives children a place to brainstorm, express their opinions, and think creatively is group discussions. Students are updated about all the information of the college, exams, and events via notice boards and the college website. Teachers are required to wrap up evaluation of answer sheets and submission of result within a fixed time.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://rofelacc.org/home/academicsCalender

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

6

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

06

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

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

320

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

1.3 - Curriculum Enrichment

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

Holistic progress of the students is the main purpose of our curriculum. The curriculum has provision for Add - on courses and activities.

The college recruits both male /female staff; provides admission to both male /female students, yet we have more numbers of female staff and girl students comparing to male members. The committees on Sexual harassment and anti-ragging are functional. Women Cell, Anti - ragging cell, Internal Complaint Cell play a vital role in bringing about Gender Equality through personal counselling, expert lectures, arranging seminars on women's issues. we run self-defence training, university approved Beauty and wellness course. Students learn gender equality and respecting each gender through a course Population Education.

A course on Environmental Studies is made mandatory for UG first year students. Through this course, students are sensitised to ecological and environmental issues and awareness on sustainable development. The college has rain water harvesting system, compost pit. The waste water of RO is reused for gardening.

Human values are addressed in both UG and PG courses specifically in Language Departments. They are advised to observe core values like truth, righteousness and healthy achievable goal. Spirit of patriotism is inculcated by celebrating 15th August, 26th January, birth anniversaries of national leaders.

YOGA and PRAYER is our daily practice: To follow our tradition and to learn culture; university has introduced courses in history, psychology and Sanskrit. Students learn human values and ethics through Ramayana, Vedas, Upnishadas, and Bhagwat Geeta.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

1

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

105

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

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

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

File Description	Documents
Upload any additional information	View File

URL for feedback report	https://rofelacc.org/home/feedback
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TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1921

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

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

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

1400

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

2.2 - Catering to Student Diversity

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

"Teachers not only teach, they create the environment of learning interestingly." Our faculty members support our students through online/offline sessions, presentations, group discussions, ICT-based learning, question-answer sessions, case study, industrial visit and more. Each year, teachers identify students - slow learners and advanced learners inclassroom and provide them with motivation to study more. Students who are a little slower to pick things up can take assistance from more advanced learners. Our faculty members are aware of this, and in the second and third years, they give different assignments based on the students' learning levels. Assignments are provided, and writing them requires reading a variety of books while seated in a library. There are scheduled extra remedial classes. Many You Tube links and Bi-sag (the Gujarati government's sandhan) are offered to help you comprehend and learn more about many subjects. There are several scheduled presentations in which faculty members and students actively participated. There are links to You Tube available. Periodic online and offline tests are administered byfaculty members in order to identify and motivate slow learners. The faculty provides the reading materials. Papers from previousyears have been solved. Students are being engaged in fieldwork. We organise guest lectures on a variety of subjects to give our students an improved educational experience. The chance to actively participate in all college-related events is extended to both advanced and slow learners for their overall growth. finishing school is one of them.

File Description	Documents
Paste link for additional information	https://www.youtube.com/channel/UC9RedZ1h94KOseG5qwSZyzw
Upload any additional information	View File

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

Number of Students	Number of Teachers
1921	24

File Description	Documents
Any additional information	View File

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

In order to meet the wide range of needs that students have, the institution uses a variety of student-centric approaches. The commerce stream has incorporated case studies. There are scheduled guest lectures. The institute releases "SETU" wall paper every two weeks. Students use art forms such as painting, drawing, and creative writing to showcase their talents. Students are encouraged to publish creative works such as poems, articles, and essays in the campus magazine "Darpan." Language lab supports seminars that improve students' oral communication skills. We have a great platform to host different online presentations and state level exams. Pupilsparticipate in assignments, projects, theme-based posters, chart presentations. students are motivated to

participate in extracurricular activities like essay writing and elocution. Interviews are being conducted with various collaboration.

EXPERIENTIAL LEARNING: Cleaning up their own community through NSS drive. First-hand experiences can be gained through group discussions, quizzes, debates, elocution, music competitions, NSS activities, and Saptadhara. optimum use of the audio-visual resources, LCD, LED, and smart board. With the use of technology, the majority of teaching, learning, and other activities are completed. To stay connected in their skill, students can choose from a variety of certificate programmes and value-added courses including TALLY, GST, SCOPE, self defence, beauty and wellness. For the purpose of developing personality, there are expert talks, the Finishing School programme by Govt. of Gujarat. MAA Foundation, UDISHA club assist them in improving employability. Various MOU have been signed.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://rofelacc.org/home/darpan_rofel

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

A teacher can use technology to enhance the learning process, but it will never be able to completely replace a teacher. Modern teaching and learning methods heavily rely on ICT. Building learning communities, exchanging information effectively, fostering a professional culture in college, and sharing knowledge are more important than technology. The pandemic has had a significant impact on the way that education is delivered. While formerly instruction took place inside of classrooms with limited usage of ICT, there is now a wider use of ICT in education. The Gujarat government provides our faculty with the MS TEAM teaching software, which we utilise to provide online lessons. we have classwise active Whats app group of students, faculties used tom post subject topics prior to discuss it in class so that students can gather ideas for brainstorming. Students are learning proactively through assignments, online tests, and attendance requirements. Students in their final year of study give a PowerPoint. For further knowledge enhancement, online webinars are also held using Zoom, Google Meet, and MS Team. You Tube links and WhatsApp groups are additional resources for ICT-based learning. To make learning more engaging and easy, several faculties employ projectors, share screens, and present films that correspond to the required curriculum. Blackboard and screen-sharing tools are used to teach grammar and accounting. The College Library has subscriptions to INFLIBNET, N-list, and other online resources. LCD projectors are a standard feature in classrooms.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

24

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

2.4 - Teacher Profile and Quality

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

24

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

11

File Description	Documents
Any additional information	View File

List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File
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2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

538

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

2.5 - Evaluation Process and Reforms

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

Our institute believes in overall development of our students. We evaluate our students by taking class tests, unit test, assignments and internal exams at the end of each semester. These tests provide students a platform to be well prepared for university examination. A schedule for internal exams, additional exams, and university exams is set by the examination committee and the principal. Students are informed of the internal assessment pattern by their subject teacher. The schedule, seating arrangements, and invigilation chart are planned by the examination committee. The Code of Conduct is visible. Prior to the question paper being prepared, a thorough design is developed that specifies the weighting to be assigned to the different content areas and the kinds of questions that should be asked.

It is strictly forbidden to utilise unfair methods, and strong discipline is upheld. Faculties show the answer papers to students in the classrooms, Internal marks are displayed on the notice board and in the WhatsApp group. If any students found any mismatch in marks they can give the application in Grievances Redressal cell, and the cell directed the application to the principal, and their marks will be rectified if found false. Following the assessment of their own papers, students can ask their lecturers for advice and direction.

CCTV is installed to keep an eye on the examinees while invigilators maintain a watchful eye on them. Students who are ill or injured may arrange a writer.

File Description	Documents
Any additional information	View File
Link for additional information	https://rofelacc.org/home/gallery/MjUx

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

As affiliated to VNSGU Surat, we follow the mechanism to deal with the examination grievances formed by university. After the declaration of the university result, students make grievances at the examination controller. In this respect role of college is limited.

College does have effective mechanism for redressal of grievances for evaluation. College strictly adheres to timely conduct of examination, declaring results and corrective step. If any examinee who is caught red-handed in taking recourse to unfairness is liable to be expelled from the paper. His case is referred to the university and expelled candidates are required to appear before the "university fact committee" for redressed, hearing and subsequent punitive actions. At the university level if any examinee feels that evaluation has not been done properly, He/she can apply for rechecking to satisfy himself/herself. For final year students, provision of re-assessment is available. They can seek their answer books through RTI.

At college level internal examination is conducted as per university rules and evaluation is done as per schedule. After evaluation paper is shown in the classroom. If any students find anything unjust in assessment and calculation, corrective measures are taken immediately. Student can meet principal for the same. After all grievances are resolved, corrected marksheet is issued. Use of unfair means if any student is caught in taking recourse to, Superintendent of examination takes necessary action. Students have to pass in minimum number of subjects otherwise his case is treated "withdrawn" from university examination.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Main objective of teaching-learning is to enable students to imbibe elements of quality and standards for optimal performance. Various outcomes are very crucial to learner-based, students centric approach of education. The college makes its own strategies to ensure accomplishment of academic excellence through definite sets of POS, and course out comes. Learning out comes determine how the students are able to attain knowledge, skills and aptitudes.

Faculty and IQAC do the following activities: Departments make POs, PSOs and COs in their subjects and submit it to IQAC. After going through it IQAC approved those POs, PSOs and COs, and finally POs, PSOs, & COs uploaded to website. All these trainings enable teachers to develop their own method to improve classroom teaching and ensure learning process for better out comes. faculties also gives proper understanding of POs to students in the classrooms. Our faculties also participate in FDP, orientation, workshops, seminars at various colleges, gain knowledge, new perceptions related courses and according to those new point of view, they adopt strategies in classrooms for enrichment of learning. Teachers periodically intimate students about the program and course out comes and goals are set to achieve them successfully. Our students try their best to internalize quality standard and practicability in all sincerity and commitment. POs, PSOs, and COs are displayed on notice board and website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://rofelacc.org/home/courses_out_come
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Through various counselling by faculties and the core values on the notice board & website, Institute continuously makes efforts to make students aware of the learning outcomes. We encourage our students to visit our website as well as university website regularly. Principal, faculties, senior students guide fresher about learning outcome, possibilities of the course in the orientation.

IQAC, management, faculties and the principal closely assess these outcomes and make sincere effort to put in practice in following ways: Majority of teachers adopt student - centric teaching methodology, constant interaction, feedback from stake holders, classroom counselling, personal issue sharing etc.

we provide opportunity to the students to become more experimental, critical in thinking about the course contents and use them for self-assessment. Group discussion on content based topics are assigned regularly to evaluate the growth in skill, knowledge and commitment. case studies make them analytical. Institute periodically undertakes industrial and educational visits for the students to get first-hand experience.

Examination is conducted as per university schedule, library work and field surveys are conducted to evaluate the performance of the students. Class Tests, MCQs are designed to make students more leaning oriented and analytical. Yoga, Sports, NSS, NCC, creative learning, opensky learning, Finishing school, SAPTDHARA, UDISHA all these extra platforms are giving many opportunity to grow personally, institute ensures the holistic development of the learners through these. Personality and career development, Mental health, entrepreneurship, ethical values are the goals we have set for our Rofelites.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://rofelacc.org/home/courses_out_come

2.6.3 - Pass percentage of Students during the year

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

299

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://rofelacc.org/home/feedback/1923>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

04

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

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

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

00

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college has a UNIVERSITY APPROVED RESEARCH CENTRE and it also has active research committee that motivates faculties to publish research papers, felicitate the faculty for doctoral degree. We have created an ecosystem through utilization of spacious workspaces with modern equipment, computers, high speed internet, Wi-Fi and academic material in the libraries, e-books. we also arrange research related talks for further motivation.

The college promotes research culture among students and staff by organizing and attending international and national conferences, workshops on research. There are 04 PH.D. guides under them numerous scholars got awarded doctoral degree and many are under the process.

The college has signed various MOUs through which we organized many collaborative activities for learners. Entrepreneurship is encouraged through workshops, seminars, university approved certificate courses of GST, TALLY computer course, beauty and wellness. Field project work, Industrial visit, various firm experience and study tours are organized. We have active innovation club under the guidance of KCG, Govt. of Gujarat where students' creativity is at centre.

Our institute mainly focuses on UG students who are from lower class and basically they all look for skill based education so that they can earn their bread and butter, Every year we arranged hand full of seminar on Skill development, CV writing, Resume making, PPT presentation, online VIVA VOCE and competitive exam guidance training.

We have LANGUAGE LAB which we use for conducting online exams: SCOPE, state level examination, Centre for BABA SAHEB OPEN UNIVERSITY FOR DISTANCE LEARNING.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rofelacc.org/home/gallery

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

39

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

04

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

09

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

05

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

For the overall development of the students the institute has active NSS -NCC wings. NSS conduct most of the extension activities in the adopted villages. Our regular events include blood donation camps, health check-ups, Jal Sanchay, Saksharta Abhiyan, tree planting, cashless drives, HIV awareness campaigns, Swachhata Pakhvadiya, clean green campus initiatives, Voter's Day Celebration, Parixa Pe Charcha etc.

We host an orientation program each year to introduce NSS. Students can comprehend rural living through extension programs. NSS Volunteers educate these rural, illiterate individuals about government policies and help them complete forms. Patriotism, loyalty, respect, and Optimism are all ingrained through NSS and NCC. Volunteers help school children from neighboring villages to develop these attributes. Every year, students participate in a special seven-day camp in the inner villages for better understanding of the needs and way of life of the inhabitants.

To raise awareness among students and the community, we organize events such as "Beti Bachao Bettipadhao," "Jandhan Yojana," "Voting Awareness," "Vyasnamukti," and "women empowerment". Birth anniversaries of National leaders are celebrated. Celebrations of World Environment Day, Teacher's Day, NSS Day, Hindi Divas, Sanskrit Divas, Matrubhava Divas, Constitutional Day etc. Our curriculum includes the subjects Bhagwat Geeta, the Vedas, Indian Knowledge System and the environment. To increase inner strength and peace, our Prayer Committee actively gives prayers and its importance on a regular basis while our yoga guru gives them practice of yoga for stressless life, for healthy food habits we cultivate Compost pit habit in our students.

File Description	Documents
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Paste link for additional information	https://rofelacc.org/home/gallery
Upload any additional information	View File

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

08

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

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

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

63

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

4077

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

28

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

04

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded

Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File
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INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college provides well equipped infrastructure facilities to more than 1800 students. Of the 16 classrooms, 12 are smart classrooms. Faculties are given laptops and microphones.

Administrative office is fully computerised, with internet access, printers, scanners, photocopiers. Our multi-media room has a computer, Webcam, LED TV. Computers, a printer, and a scanner make up our Computer lab. We have internet access via GTPL,Na-Mo Wi-Fi. We have a Language Lab consist of 25 PCs, headphones, a webcam, a printer, air conditioning.

We offer online admission processes, online exams at the state-national levels, andonline exams under SCOPE. we also have Online Paperassessment centre. Every PC has a LAN connection. CCTVs cover entirecampus. We have a well-equipped conference room with AC, LED TV, white board, seminar hall that can accommodate 130 people.

Our 9 acres Eco-friendly campus with parking faciity for staff -students,a large sports field for outdoor activities and an excellent Cricket pitch for the Ranji Trophy. We have a dome for indoor activities. We haveagirl's room, well-equipped with a TV, couch, vending machine for sanitary pads and mirror. There are RO systes, restrooms, first aid supplies. For disabled, we have a ramp and wheelchair.

The library is enriched with more than 24500 books, 76 journals, rare books and INFLIBNET. We have BOOK BANK facility. Library has KOHA software. N-LIST facility is for e-resources. Newspapers and magazines in threelanguages are available. NSS, NCC, activity room, Common canteen facility, Security Quarters, generator, Store-room are available.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rofelacc.org/home/gallery

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

It is essential that educational institutions attend to their students' physical and athletic needs. We guarantee student participation on teams at the university and state levels. Every year, the physical educator hosts an annual sports day and intercollegiate tournaments. We have a sports field with a pitch fit for Ranji Trophy, and the gymkhana is fully furnished with athletic wear. Students have access to indoor games like table tennis, carom, and chess. College did successfully in many university-level sporting event. For the previous three years, we have successfully held university-level cross-country races. Interclass competitions in volleyball, chess, carom, table tennis, running (100 and 200 meters), and cricket are held annually.

We offer yoga and meditation sessions as part of our daily lectures. Our alumnus Hardik Joshi supports us in conducting Self Defense Programmes. We often organize sessions for meditation, relaxation techniques, and stress management. Praying is a regular part of our daily routine. Cultivating and representing our culture is a key factor in developing learners' team spirit, self-confidence, knowledge of their talents, and framing their overall personality. We have adopted SAPTADHARA (Gyan,Sarjnatmak Abhivyakti, Rangkala Kaushalya, Geet-Sangit Nrutya, Natya, Khelkud-vyayam, Samuhik Seva) project which has carried out various cultural activities like elocution, essay writing, mehendi, poster making, patriotic song, kavya pathan, bhajan, best out of waste, rangoli, quiz, poem writing, slogan writing, etc. We have a cultural committee that takes care of all cultural needs. Our college participates in the University youth festival annually.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

18

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

1.86

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

LIBRARY FACILITY: Books in libraries are organized using the Dewey Decimal Classification System. Over 24591 books have been added to the library. Reference books, M.Phil. and Ph.D. thesis, CDs, and DVDs are readily available. 65 national, regional, and 10 international periodicals are available. There are eleven newspapers accessible in three languages: Hindi, English, and mother tongue. It contains 102 rare books. BOOK BANK services for low-income pupils. INFLIBNET provides us with the N-List Program for our E-library, where our students can access more than one lakhs e-books from various e-libraries all over the world. We offer a reading room specially for reserchersequipped with internet and computers. For keeping up with a new world, we have newspaper and magazine racks. In the library, we feature NEW ARRIVALS. library is equipped with seating capacity of 200.

Software: The library offers convenient access to KOHA software. Known by its complete version 19.05.04.000 as of July 26, 2019, KOHA is an integrated library management system (ILMS) with full functionality. Open source operating system (OS) software is supported by KOHA. (For instance, Unix and Linux) The following modules are offered in the KOHA library software: administration, OPAC, label printing, barcode printing, advanced search, cataloging, acquisition, patron management, and many more. KOHA is multipurpose and supports multiple users. Question Bank: Students can readily access previous internal and university exam question papers. The library has photocopying facilities accessible.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NIL

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

A. Any 4 or more of the above

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

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

81270

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

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

130

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

4.3 - IT Infrastructure

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

The College has successfully used IT into routine operations to enhance the calibre of instruction -learning, assessment procedures, mark sheet preparation - submission. Ensuring the administrative procedures are transparent and easy to use, we have 100 Mbps internet access via NaMo Wi-Fi and 8 Mbps GTPL internet.

Every administrative employee has access to PCs, printers, LANs, fast internet, scanners, etc. As now university has done online process for admission, enrolment, exam form, online MCQ exam, admin office is working accordingly.

We have Gujrat Government sponsored Language Lab. Speakers, headphones, webcams, printers are provided to our students for the CPT, BULATS, Linguaskill courses offered by our institute under SCOPE. It provides a 6 KVA high power UPS. 29 working PCs, other amenities are available in the computer lab.

In library software, KOHA is installed. The teaching - learning process is conducted via PPT and WHATSAPP GROUP. To obtain electronic materials, we are members of INFLIBNET and N-list. Moreover, the institute has nine routers. With regards to prospects, feedback, scholarships, notices, new events, galleries, news, and recognitions, the college has created an educational dynamic website. Our students can receive notifications using our SMS system as well.

All faculty members is provided laptop by the college to use in LCD projector equipped smart classrooms. In addition to 40 CCTV cameras, we have a virtual classroom (Bi-sag). Our Email allows us to communicate with people worldwide. Antivirus- e-scan license version is installed. Total 29 UPS is in college. We have Annual Maintenance contract.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	View File
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ≥ 50 MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

20.55

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

A Maintenance Committee has been established by the college to handle maintenance.

AMC is available for IT problems. The group periodically monitors the various structures to ensure their maintenance. The committee is in charge of physical infrastructure maintenance and repairs.

Electrical issues are resolved by Management's regular electrician. Water coolers - air conditioners get routine service. RO plant waste water is utilized in gardens. Repairs and maintenance are performed for plumbing. Lab equipment is periodically repaired. Adequate protective

measures like UPS, antivirus is maintained. The vending machine receives routine maintenance - servicing. Toilets are cleaned on a regular basis.

We have AMC for Intercoms, LCD, CCTV, generator, biometrics. We take on the task of cleaning the overhead water tank. For the maintenance and recycling of used notebooks, we have an MOU with the "IDA foundation." The campus is maintained by a designated gardener. We have support staff that handle problems pertaining to projectors. For safety, fire extinguishers are placed.

Each PC has antivirus software. Webcams, microphones, headphones are all checked on a regular basis. Problems with Wi-Fi, internet broadband connectivity are resolved by experts. PCs are maintained and repurposed.

Rare books require careful maintenance and preservation. A book search OPAC system has been developed and is updated on a regular basis. In order to stop more harm, books are bound.

The Physical Instructor supervises the maintenance of Sports Facilities, Sports Equipment, Play Ground and Defensive Guard. A water harvesting and compost pit also have been built.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

993

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

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

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

13

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

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

A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1107

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

1107

File Description	Documents

Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

96

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

112

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

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

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

04

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

4

File Description	Documents
e-copies of award letters and certificates	No File Uploaded

Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

To carry out various academic, cultural, sporting, and literary activities, the college has formed committees. Sports-yoga, Saptadhara, Maintenance, NSS, NCC, Library, Literary Club, Economic Forum, UDISHA, Research, Discipline, Prayer, SC/ST, Grievances Redressed Cell, Internal Complaint Committee, SCOPE, Women's Cell, Media, BISAG, Computer Lab, Intellectual Property Rights, etc. Every activity aligns with the institution's vision-mission. Through the committees stated above, students take active part in a variety of events. Along with students, faculty members participate in a variety of initiatives monitored by IQAC. All activities are reported to concerned authority annually.

A Sports-Yoga committee led by PE Faculty coordinates a number of activities, including Yoga Day, Khel Mahakumbh, and Fit India etc. The literary and UDISHA clubs (Placement) are active. Students are encouraged to take part in the "Sanskrit Gaurav examination" by Sanskrit department. Our students write for college publication "Darpan", wall-paper "SETU," contributing essays, poetry, other writings. Numbers of our students actively participated in GQ3 (State level General Knowledge Quiz), one of them stood 6th in state.

Student centric programs support institution's quality of life, aid in the development of students' personalities. Institute arrange industrial, educational tour, Annual Gathering, workshop, seminar etc. Senior students help administrative staff in online admission, arranging books, a group of Students daily write motivational and inspirational thoughts on board. We have Economics forum and Sahitya Vartul. PG students help in taking lectures. Student's participation prepares them for leadership and build their confidence.

File Description	Documents
Paste link for additional information	https://rofelacc.org/home/darpan_rofel
Upload any additional information	No File Uploaded

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

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

48

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

5.4 - Alumni Engagement

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

The Institution has a functional Alumni and it has been making all possible contribution through financial and nonfinancial means. It plays a vital role in establishing important rapport among all stakeholders. Alumni are regular visitors and help out in many ways. They work in close association with IQAC and principal. 1. Making all possible contribution for the development of college through financial and non-financial means. 2. Extend assistance to the college in organizing seminar, workshops, conferences, NSS Camps etc. 3. Contribution in taking lectures of career counselling. 4. Giving feedback. 5. Mentoring students for future prospects. We have all reasons to take pride in having alumni in teaching, industry, manufacturing, consultancy, politics, legal social works etc. Our president of Alumni Rajeshbhai Keni has been awarded "Best sarpanch". He is always forthcoming in social and financial helps. Sonal Rajput, Nisha Parekh and Shri Jagrut Patel are a very successful advocate. Harshil Joshi is associated with Vapi Municipality and always shares his knowledge with students also helps in extension activities in nearby villages. Hardik Joshi is a famous name in the world of "Marshal Art and karate, contributes in training our students in Self Defense. Krimil Haria, secretary Alumni is reporter and makes contribution in news converge. Many past students are teachers. Alumni has a very good track record of service to the college and through their feedback, it helps us improving our quality education. Our process of registering Alumni association is in hand.

File Description	Documents
Paste link for additional information	Nil

Upload any additional information	View File
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5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Through career-focused and values-based education, the institute hopes to develop fully-rounded professionals, people, and social beings in each of its students. In light of the swift changes occurring globally, it is imperative that we establish skill-based education. In order to generate graduates and postgraduates who are competitive and marketable, emphasis will be placed on improving the quality of the teaching and learning process. The institution has successfully adopted digital learning and ICT-based learning, which are current needs. The Institution's Infrastructural Educational Resources will benefit from this plan as well. The well-equipped central library, computer lab, and language lab are all designed to provide students with hands-on experience with the digital learning process and improve employability. The teaching faculty is a key component of our plan in order to achieve the objectives. Our goal is to help our students become more responsible members of society in India. We also place a strong emphasis on teamwork, and our office has a like family atmosphere. Teachers help students in whatever manner they can to help them reach their goals and feel confident. Students' performance was improved by a variety of approaches, including group discussions, case studies, extempore test, online tests, GK tests, and quizzes. A student-centered approach to teaching and learning creates a more informed and aspirational atmosphere. Principal, various committees, administrative staff, faculties extend their hand in making smooth functioning of the assigned work. we believe in family bond and everyone do their work with great affection regarding the institute.

File Description	Documents
Paste link for additional information	https://rofelacc.org/home/vision_mission
Upload any additional information	No File Uploaded

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

There is an apex decision making body at the institutional level and the principal has a very instrumental role in bridging the college and the management. we frame a comiitee in the beginning of the year. The Principal, IQAC, various committee along with other faculties work together for the institutional and students development. Faculties are assigned various duties and responsibilities. Principal assigned duties to administrative staff to meet the need of development. All faculties, students and supporting staff maintain discipline and build up a work atmosphere as a family. our institute believes in team work and participative management, so the college has various committee that includes teachers and students both. Every event of the college is jointly organized, and management also extend their full support. IQAC plays a very significant role in overall monitoring of the curriculum delivery, co-curricular, extra-curricular activities to ensure quality assurance. Examination committee conducts smooth examination work, timely evaluation work to ensure for results. Library committee manages the library, its infrastructure, books, and other important services. Daily attendance of visiting students and faculties is maintained. College has maintenance committee to ensure the repair and overall maintenance. Physical Instructor looks after sports events. Discipline and safety is our prime focus. It ensures congenial ambience to the differently able students also. The college encourages participation in extra-curricular and co-curricular activities. Counselling of students is conducted through guest lectures and our faculty memeber Dr. K.A. Vyas. we have grievance redressal, women cell, and anti-ragging cell.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Academic calendars and lesson plans are created. Group discussions, case studies, fieldwork, multiple-choice questions, and ICT-based learning technics are used. Through extra classes, slow learners are given the chance to get better, while advanced learners support them in their learning. We encourage pupils to write creatively through the use of wall paper SETU and Magazine Darpan. Sanskrit Gaurav Pariksha, the GQ test, is administered. Bi-sag, smart classrooms, are one of our teaching strengths. we are running a study centre for BABA Saheb Ambedkar Open University and this year we have been given university approved RESEARCH CENTRE. The library has around 24,500 books, journals, rare books, and reference materials. We have the books bank ready. For online tests and other state-level exams, we provide language and computer labs.

There is access for students with disabilities. There is an operable vending machine in the girls' common room. The university centralizes online admissions process for first-year B.Com., MA, M.Com. students. college set up a support desk for completing online applications. Admission to another programme is solely on merit. The reservation policy is adhered to. The university administers the external exam, while examination committee conducts the internal exam to assess students' knowledge. Students' internal marking are categorized into PPT slides, projects, library assignments. Students are given industrial visit, field work, campus tour to gain personal experience. Numbers of MOUs have been signed. Faculties are encouraged by the principal to publish their research papers on a regular basis. Our faculties also hold Ph.D. guidship.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://rofelacc.org/assets/pdf/research/research_committee.pdf
Upload any additional information	View File

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

To attain the best results possible, institutional management is transparently and scientifically structured. From top management down, a hierarchical structure is built that clearly defines the roles, responsibilities, authorities, and accountability at each level.

GOVERNING BODY: Review academic and other related activities of the College, Consider recommendations of the Principal, Pass Annual Budget of the College

PRINCIPAL: Along with IQAC, to prepare all the agenda, conduct of meetings and to follow-up all actions required. To provide leadership, guidance, monitor all the academic activities. To conduct internal examinations, monitor the progress and report to the Governing Body. To ensure the preparation of reports on various activities. To become responsible for the general amenities and arrangements.

COMMITTEES: There is a faculty member on every committee that is formed at the college levels. Each committee has well defined tasks and responsibilities. Every action taken by the committee complies with the management's established standard operating procedures.

HOD: HODs arrange the task for the department. Compile and validate the course materials for certification. Create a list of the students who need further work. Hold bridge courses. Remedial sessions are being conducted for students who did not pass the analysis.

The IQAC is in the role of establishing quality standards for a range of administrative and academic tasks. keeping an eye on how academic activities and classwork are being organized, carrying out internal quality audits to confirm the efficiency of the actions made to meet the quality standards.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The following measures are taken for the welfare of our rofel parivar.

1. For Faculties: Hygiene, Water Cooler, Locker Facilities Maternity/paternity Leave, increment, Appreciations and incentives, employee insurance etc.

2. for non-teaching staff: Hygiene, Water Cooler, Locker Facilities, Maternity Leave, Festival Bonus, Medical Leave, Employee Insurance, Casual Leaves, Appreciation, to Supporting staff etc.

3. for our Rofelites: scholarship and free ship, Hygiene, Sanitary Napkin Dispenser Machine for Girls, Water Cooler, T.V. in Girls Common Room, Facility of Book Bank Library, Fees Payment of Economical Backward Students, Cash Prize on getting higher marks, Appreciations on their achievements, Trophy on their achievements etc.

4. Group Insurance for students and staff.

5. whenever need arises in medical ground, staff and management hold hands to provide financial support.

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

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

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

04

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

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

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

07

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

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

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

11

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

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

A good performance management system works towards the improvement of the overall organizational performance of teams and individuals for ensuring the achievements of the overall organisational mission and vision. An effective performance management system plays a crucial role in managing the organisation in an efficient manner. The performance of each employee is assessed annually after completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee. The institute has performance appraisal system for both teaching and non-teaching staff. we as grani=in=aid college, supporting staff has been given festival bonus, medical leaves, appreciations, financial help as well. our institute believes in Team work like a family. faculties extend their support to help our supporting staffin their medical emergency. The institute undertakes a wide range of activities

besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment.

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

6.4 - Financial Management and Resource Mobilization

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

To guarantee financial compliance, the Institution has set up a system for carrying out annual internal and external audits of the financial transactions. Yes, a yearly internal and external audit is conducted by the institute. Trust and government of Gujarat both conducts internal and external audit by Chartered Account firms. Management appoints internal auditor who conducts audit quarterly and report is place before trust. All the admin staff, principal co-ordinate with each other for smooth functioning of the audit. The audit reports are put forward to AGM for further approval.

All the data are audited on regular basis as per the rules and laws done by the external auditor. Auditing is done by the acknowledged members of Govt. of Gujarat as well. Audited documents properly managed and documented in the administrative office.

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

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

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

0.03

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

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

Sources of funds are as follows: 1. Fees: Fees charged as per the university and government norms from students of various granted. 2. Salary Grant: The College receives salary grant from the State Government of the Full Time Permanent teachers and nonteaching staff others are getting salary from management. 3. UGC Grants: Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the University.

Process: 1. The Principal and IQAC monitor the mobilization of funds and makes sure that the funds are spent for the purpose for which they have been allocated. 2. Maintenance Committee takes care of the infrastructure and mend the furniture that needs repairing. 3. Regular Internal and External Audits has been done by CA of management. 4. Library committee looks after the resources in library are utilized optimally 5. To ensure the optimum utilization of resources, the Principal issues directions. 6. The Principal and IQAC looks after the proper utilization of classrooms, Computer lab, Language lab and other learning sources like multi media room, Research centre, seminar hall, computers, projectors etc. 7. quotations from vendors for the purchase of equipment, computers, books, etc. are sought. The quotations are scrutinized before a final decision is made based on parameters like pricing, quality, terms of service, etc. The Principal and accounts department ensure that the expenditure lies within the allotted budget. The intervention of the management is sought in case the expenditure exceeds the budget.

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

6.5 - Internal Quality Assurance System

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

Rofel's unique, all-encompassing, and adaptable education philosophy aims to mould students into whole, excellent individuals by providing a constant emphasis on high-quality instruction. All facets of the Institute's operations are covered by the numerous tasks performed by the Internal Quality Assurance Cell. The IQAC was constituted on 17/07/2007. Since then, it has been performing the following tasks on a regular basis. 1. Enhancement of research and teaching quality through consistent contributions to all stakeholders involved based on student feedback. 2. Providing inputs for best practices. 3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak. 4. Students and staff give their feedback and suggestions on teaching and administrative performance through the Suggestion Box; IQAC with the help of Principal initiates the improvement. 5. At every level, IQAC has made a significant contribution to the execution of quality assurance procedures and initiatives. IQAC meets on a regular basis. 6. Regular works like Annual Quality Assurance Report, SSR Preparation, Stakeholder's feedback, Action Taken Reports, New Programmes initiation, Extension Activities, Guest lecturers, GSIRF, NIRF, ARIIA, AISHE Etc are done. 7. Under the guidance of Principal IQAC successfully implement modern technology in the Institute's administrative functioning through ICT and alternative sources of energy. Automation of admission, financial and examination processes, up gradation of Wi-Fi and LAN facilities, have significantly contributed to an enhanced quality of teaching learning. 8. Establishing various certificate courses, research centre activities, innovation club and various skill development programs.

File Description	Documents
Paste link for additional information	https://rofelacc.org/home/iqac
Upload any additional information	View File

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

IQAC strives to raise the standard of teaching. The academic calendar is made and is available on the website. During orientation, newly admitted students learn about the institute's philosophy, educational system, teaching- learning process, evaluation, courses, paper pattern, extracurricular activities, discipline, and culture. Before semester starts, students are informed about timetable, structure of programme, and syllabus. Random visits are made by the discipline committee and the principal. Stakeholders, educators, former students, and others provide feedback. Recommendations are examined and put into practice. For a deeper understanding of the subjects, guest lectures are scheduled. Extension programmes are conducted under NSS, NCC, Saptadhara, Women Cell, and IPR. For the benefit of the students, MOUs have been signed with the MAA Foundation, Shaktimanch, EDII, and G.B. Ladha. Initiatives like Quiz, Group Discussion, Case Study, Sanskrit Gaurav Pariksha, Finishing School, SCOPE, university approved beauty care and wellness, GST, and Tally Certificate course are IQAC has undertaken. Students often give feedback on teaching process; their comments on methods, attitude, strengths, shortcomings, and challenges they have encountered in the subject matter provide a vivid picture of the issues that students are facing. Frequent tests, a midterm, ongoing assessments conducted internally through assignments, group projects, seminar presentations, question banks, previous paper solutions. 75% of attendance is must; weaker students are given remedial classes. Timely Redressal of students' grievances. Institute analyses students' performance after announcement of their semester results. we have innovation club and established Research centre for research scholars with computer, internet facilities.

File Description	Documents
Paste link for additional information	https://rofelacc.org/home/gallery
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://rofelacc.org/home/nirf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Rofel demonstrates gender sensitivity through a number of programmes aimed at fostering a secure, safe, and healthy environment. Special lectures and events are implemented to make learners more sensitive. The safety and security of the faculty, staff, and students is given first priority. For the safety of all female employees and learners, CCTV has been installed. Security staff are on duty around-the-clock. Students must have an I card in order to keep out undesired things. Through various initiatives, Women Cell raises awareness of gender issues.

One of our regular activities is self-defense. There are scheduled guest lectures on women's issues. An MOU on beauty care has been formed with Shaktimanch, and we offer a university approved certificate programme in beauty care that increases employability. The tuition fees is waived for female students. For smooth operation, women's development cell, discipline committee, anti-ragging campaign are active. The psychological lab is active for students with any mental issues, all faculty members are available to help students with their problems. Alumni students receive excellent assistance from Psychology faculty. The government aided innovation club is in hand. Girl's common room is created with Sofa, Washroom, vending Machine, first aid box and newspapers. University organized training program, seminars, workshops on gender equity and sensitization attended by the students. Beti Bachao, Beti Padhao is our regular projects. This year we honored the women behind the management (Spouses of Management) and celebrated International Women's Day. Institute has policy of appreciating faculty without gender bias.

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

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

B. Any 3 of the above

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

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

At the college level, there are two forms of solid waste management: dry waste and wet waste. Waste bins are put in the campus. Two distinct dustbins are used to collect the solid garbage. Wet garbage goes in a wet dustbin, and dry waste goes in a dry waste dustbin. Waste that has been collected is piled and then taken for disposal by the Municipal Corporation. The college even excavates a pit to collect rubbish and turn it into compost. Volunteers for the NSS go above and beyond in this way. Dustbins are positioned in hallways and classrooms to encourage children for environment. Environmental studies is one of the first-year subjects that is introduced to students to help them understand the necessity of protecting the environment from contamination. Lectures on environmental issues is organized. Cleanliness drives are also conducted. MOU has been signed for recycling of old newspaper and old notebooks.

Liquid waste management: our college is Arts and commerce so there is no liquid waste or chemical waste generated here. Waste water of RO plant is directed to use in watering the plants. Effective steps are taken to keep waste water away from usable water.

Students are made to understand the ill-effect of e-waste and its disposal in an ecofriendly way for safe environment. Periodically computer with outdated accessories are sold to other parties for necessary disposal or recycling. A company namely "Eco Green Recycling" collects e-waste from our institute and recycle it.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File

Any other relevant information	No File Uploaded
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7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File

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

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

B. Any 3 of the above

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

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

B. Any 3 of the above

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

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

Healthy atmosphere building is top priority of ours. The objectives include strengthening community, empowering impoverished, and advancing education. Two songs that foster a sense of harmony-connection are "College song" and "Sarvdharma prarthna." Students receive an orientation at the start of semester that includes a speech from the principal and faculty explaining the college's goal and ethos. Discipline is highlighted as being important in life. Healthy aims, righteousness, and truth are among the basic values that they are urged to uphold. Students are assisted by NSS in a variety of activities related to raising awareness of cybercrime and funds for Blinds. Spirit of patriotism is inculcated by celebrating 15th August, 26th January, birth anniversaries of great national leaders. Students practise yoga and prayer every day to maintain their physical and emotional well-being. The institute releases "SETU" wall paper every fortnight. Through creative writing, students showcase their abilities. Learners are urged to publish their artistic work in magazine "Darpan," . The college has maintained our legacy and taught our rich culture by offering courses in psychology, history, ancient language, Sanskrit. To gain an understanding of human values and ethics, learners explore the Ramayana, Vedas, Upnishads, and Bhagwat Geeta. Students appreciate various languages, cultures, and religions because we feel that diversity can bring us all together. During various festivities, we bid one other a warm greeting. Swachhata Mission is our main focus. We have adopted villages under NSS for their improvement.

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

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

In order to raise students' awareness of social concerns, support their holistic growth, and instill a sense of social responsibility in them, we have proactive NSS units that carry out programs in adopted communities. Events like "Voting Awareness," "Jandhan Yojana," "Beti bachao Betipadhao," and "vyasanmukti" raise awareness among the community and students. We aim to give children the values, knowledge, and abilities by providing a productive, supportive, safe, and easily accessible learning environment. The basic ideals of the academic community are deeply rooted in these ideas. Participating in the various programmes on customs, culture, values, obligations, and responsibilities—many of which feature well-known speakers—motivates the learners to learn. In keeping with our customs and traditions, the institution has added courses in psychology, history, and the ancient Sanskrit language. Students study the Ramayana, Vedas, Upanishadas, Bhagwat Geeta to understand about human values and ethics. Students are taught about many environmental elements and sustainability through the mandatory course in Environment. Through its several initiatives, such as wastemanagement, "Rain Harvesting Awareness," "Cleanliness," and visiting locations for manure preparation, NSS accomplishes its goals. The garden receives rerouted RO water. In an effort to prevent and make the best use of our environment, we have started a compost pit. Guest lectures and seminars are planned to cover topics such as environmental protection, ethics, values, duties, and responsibilities. Students from Samudayik Sewa Dhara engage in a variety of community-serving activities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	https://rofelacc.org/home/gallery

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

B. Any 3 of the above

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

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

In order to cultivate a sense of patriotic pride among Indians, national festivities are essential. Our organisation joyfully celebrates these events to thank our exceptional National Leaders and to keep the nationalistic idea in mind. The university, college, staff, and students come together under one roof to honour these landmarks and spread the message of harmony, peace, love, and happiness throughout. The institution commemorates Republic Day to honour the enactment of the Indian Constitution and to raise awareness of India as the world's largest democracy. Every year, on August 15, parades and flag-huffing ceremonies are held to commemorate India's independence. Students are urged by the college to honour the sacrifices made by our country's leaders. To gain a deeper understanding of the concept of our esteemed leader Mahatma Gandhi, students and staff commemorate Gandhi Jayanti by making a vow. Gandhi's principles of truth and nonviolence are values that we urge our students to follow. On January 25, Voters Day is observed, and pupils are taught about their responsibilities and rights as citizens. We celebrate International Yoga Day on June 21st of each year. Shaheed Din, numerous national heroes' birthdays anniversaries, including Vivekananda and Sardar Patel, are observed. Students celebrate Kargil Day. It is customary to observe Parakram Day in honour of Subhashchandra Bose. NCC cadets and NSS volunteers plan and celebrate national traffic safety days, woman's days, and constitutional days.

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

Any other relevant information	View File
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7.2 - Best Practices

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

1. connecting with the world with upskilling :

Since last three years our faculty is conducting classes competitive exam. Many students cannot afford private academy,our institute turns out to be a blessings. Also this course is open for localite.

we arrangeskill development programm under UDISHA club, guest lecture.

we also give our students experiential learning like jewellery making, personality development, career couselling.

we do have Innovation club, under which we are giving them skill developing training.

- To motivate students to appear in such examination.
- To guide them in practical papers such as arithmetic
- To bild a career in civilservices.

Success : One of our studentscleared GSET in March 2023,one of our visiting facultycleared GSET/ NET (JRF), Final yearStudents are our benficieries.

2. Gifting wings to Girls: Woman empowerment means promoting women's sense of self-worth, capacity, choice and right. Education can boost quality of life,open doors tooportunities. It gives womenskillsto know-claim their rights.

- To empower our girls,we conducted Jewellery Making workshop with INNERWHEEL CLUB OF VAPI.
- TO make them financial empower, we are running university approved 'Beauty and wellness' course. (2 years)
- To empower them physically-for safety, Self defence-regular activityunderwomen cell.
- guest talk on women's right under IPR.

objectives:

- Connect with PM's vision of Beti Bachao, Beti padhao, AATMA NIRBAHR BHARAT
- raise employabilityfor girl students.
- Awareness- their laws and rights

Success:Numerousstudents are still connected with INNERWHEEL CLUB for further development. some students have started beautycare practice underprofessionals. various girl students are in police deprement.

File Description	Documents
Best practices in the Institutional website	https://rofelacc.org/home/gallery/MjIy
Any other relevant information	https://rofelacc.org/home/gallery/MjE0

7.3 - Institutional Distinctiveness

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

Education and the development of true citizens are the main goals of Rofel. Being conscious of our environment and society is equally as important to college life as studies, sports, and culture. We give students the chance to improve themselves as people and to contribute to a better society. Encouraging our students to develop social responsibility and morals is our primary goal. We think 4Qs should be developed. [IQ], [CQ], [EQ], and [SQ].

- A number of committees are established in order to fulfil the vision and mission.
- During orientation, students are given overview of the institute's mission and values.
- Students are exposed to the contemporary societal issues through a variety of events and activities.
- Learners take part in a wide variety of events.
- field visits, Industrial visit for first hand experience.
- Our active wings are NSS and NCC, through which we plan extension activities including planting trees, organising cleanliness drives, controlling traffic, educating adults, filling out forms, and providing assistance to the elderly.
- There are scheduled lectures about women's issues and legal rights.
- Our motto is " say no plastic."
- University-approved certificate programmes.
- Our main objectives is cleanup of our surroundings and adopted villages .
- Redirecting RO waste water to gardens is one way to conserve water.
- This year we got university approved research centre. Innovation Club, SSIP, NET/GSET classes is our focused area.
- Various skill development and personality development programs are given to students.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The IQAC has identified the broad objectives which the College should strive to achieve:

1. To create an environment for holistic development of Students, Faculty, Staff;
2. To facilitate continuous upgradation of Knowledge & ICT use by Faculty and Students
3. organizing events to contribute in the upliftment of Community, Stakeholders;
4. More batches in Certificate Course, introducing more short term courses based on Indian Knowledge system.
5. workshops on competitive exam guidance, career Counselling, Skill development.
6. Taking part in NIRF, GSIRF, ARIIA, RUSA, IDP.
7. More MOU to be signed for first hand experience of corporate world.
8. Increase in Campus placement.