



YEARLY STATUS REPORT - 2021-2022

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 **DR. H.A. DESAI**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **02602462152**
- 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. **02602462152**
- 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/academicCalendar>

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 1	B	71.10	2007	31/03/2007	31/03/2012
Cycle 2	B	2.30	2014	24/09/2014	24/09/2019

6.Date of Establishment of IQAC **17/07/2007**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

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

8.Whether composition of IQAC as per latest NAAC guidelines **Yes**

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

9.No. of IQAC meetings held during the year 3

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

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

- If yes, mention the amount

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

Self Defence training program

College participate GSIRF, Also college has participate National Level Grading System NIRF and ARIIA

College is Awarded with "One District One Green Champion Award" from Mahatma Gandhi National Council of Rural Education, Ministry of Education.

college runs university approved certificate courses (1) Beauty and Wellness (2) GST and (3) TALLY computer course

FINISHING SCHOOL for Life skills Development and for English Language proficiency sponsored by KCG, initiative by Government.

College started 'Creative Learning Umbrella' under which various different resource person provide students with knowledge on different subjects.

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 university to run Certificate Courses like GST, Tally computer course , Beauty care and wellness	Institute Got VNSG University Approve to run the course
Participating in GSIRF, NIRF, ARIIA to avail further development of the institute	Institute has gained participation certificate and gained 2 starts in GSIRF.
Placement process under UDISHA	various guest talks has been arranged on body language, how to face interview. Placement fair is organized.
To start Creative learning Umbrella for last year students	Various guest lectures are arranged.
To initiate different competitions under Saptadhara	various competitions like essay, quiz, mimicry, extempore, inter class competitions is organized.
Activity under SCOPE, Women Cell, Seminar	numerous seminars are arranged. SCOPE exam is conducted successfully and Activity under women cell is initiated.

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC	15/03/2022

14. Whether institutional data submitted to AISHE

Part A

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Name	Date of meeting(s)
IQAC	15/03/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	10/12/2022

15.Multidisciplinary / interdisciplinary

Since Taxila and Nalanda, when emphasis was placed on whole

personality development, India has maintained a culture of holistic and multidisciplinary learning. The National Education Policy (NEP)-2020 places an emphasis on helping students develop their overall personalities by teaching them 21st-century skills. "Education would be focused at developing all human capacities - intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner," according to NEP-2020.

A multidisciplinary education will put an emphasis on the holistic development of the individual, which includes their social, psychological, emotional, social, and moral growth.

All undergraduate programme disciplines, including professional, vocational, and technical ones, will see how such holistic learning is methodically implemented.

Our Institute at present provides an opportunity to learn Economics with History and Psychology. Also we have foundation subject such as Gujarati (Bhasha Sahitya Kaushal), English, Hindi, Sanskrit (Bhagvat Geeta, Mahabharata), Enviromental Studies etc. As Our Government has gifted NEP-2020, our institute soon will follow the pattern and design more multidisciplinary courses for our learners.

16.Academic bank of credits (ABC):

Academic Bank of Credits will be a game-changer in transforming Indian education to a great extent. The concept of ABC is fuel to boost the efficiency of faculty and help students embrace a multi-disciplinary educational approach. The idea is to make students "skillful professionals" and help their overall growth. slowly and gradually most of the higher educational institute is going to adopt ABC system for the over all development of the learne. Multiple entry and Multiple exit will give them a scope to dvelop their skills in various fields. our institute is affiliated to Veer Narmad South Gujarat University, Surat, so as per the university guidlines we are following the CBCS credit system at present, and other norms of the university.

17.Skill development:

Skill: Our Institute Vision to make complete personalities of the students professionally and socially through Value based and Career Oriented Education, in addition to that to develop their skill to open up a new horizon in presently rapid changing world.

Every year our institute conducts skill based courses like

culinary, beauty care and self -defence under women cell. Since last year we are running university approved certificate courses like GST, Tally Computer Course, beauty and wellness and successfully completed two batches.

PROFESSIONAL ETHICS are instilled among the students through various activities for "Soft Skill Development" under UDISHA Club (Placement "Lakshya" Project. Placement cells organizes interview skills programme. guest lectures are organized timely.

KCG, Gujarat Government initiative "Finishing school" project provide training to the study soft skills, that teaches interview skills, body language, language proficiency, personality grooming, team work, leadership, presentation skills, time management, goal setting etc.

Online Guest lectures/workshops are organized for skill development, personality development, mind power etc. Students also learn gender equality and research through a course Population Education introduce by university.

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 developing creativity, this year we started 'CREATIVE LEARNING' Umbrella, under which various subject experts are invited and they have given a deep and vast knowledge to third year students of various field.

Industrial Visit, field work, campus visit is arranged for first hand experience to the students. students learn the business culture, import[1]export methods, etiquette, office environment, work culture through this. Various MOU has been signed for developing students inner skill, confidence building. MOU with MAA FOundation, Shaktimanch, G.B. Laddha Co. is signed.

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

A comprehensive educational system modelled after India's rich linguistic, cultural, and creative legacy is what the National Education Policy 2020 envisions. The promotion of Indian arts and culture is considered to be of utmost importance, and it could be

effectively transmitted by incorporating Indian arts into the core curriculum, which would not only help students to develop a strong sense of identity and aesthetic outlook, but also to improve their cognitive and creative abilities.

our institute teaches Sanskrit language as a part of their syllabus, in which students learn 'essence of Bhagwat Geeta', 'Mahabharata', 'Vedas' and also learn to give their introduction in Sanskrit language. Every year we also arrange SANSKRIT GAURAV PARIKSHA in accordance with SANSKRIT BHARTI GUJARAT RAJYA PRERIT. We also arrange various competitions such as Bhagwat Geeta Sholk Gan, translation and understanding, Sanskrit Strot Gan, elocution on importance of Sanskrit language etc. One of our past student namely Kajal Tandel, got seven gold medal in her academics for Sanskrit. our institute also celebrates Sanskrit Saptah, Bhasha Day etc.

To know the Indian culture, it is necessary to know the Indian History, we also offer our students to learn about History through the subject History as a part of their syllabus.

English, although a foreign language becomes necessary to all to walk with the world and to develop our own self. we run online course of SCOPE- English LSRW skill learning certificate course in accordance with Cambridge university. Since last 3 years, we have Sahitya Vartul (gujarati, Hindi, Sanskrit) and economic forum in which students do various activity.

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

Outcome-based education (OBE) is education in which an emphasis is placed on a clearly articulated idea of what students are expected to know and be able to do, that is, what skills and knowledge they need to have, when they leave the school system. It is sometimes also called performance-based education and is an attempt to measure educational effectiveness based on results rather than on inputs such as time students spend in class. The student learning outcomes constitute the criteria by which curriculum is developed or redesigned, instructional materials are selected, teaching methods are adopted, and evaluation is conducted.

New Education Policy 2020 of GOI has put an extra emphasis on making skilled and knowledgeable. This will help students to become skilled. This will emphasise more on learning. Outcome Based Education will come up with the different kind of syllabus

designs where students will be taught the lessons that are skill enhancing rather than bulky texts. OBE is project based evaluation where students will have to work in groups.

Our institute is working in the direction of developing extra skills in our students. Through programmes like NSS and NCC we impart human values that helps them to live disciplined life. Along with that we run GST, Tally and SCOPE classes for the students. Hence we are trying to impart computer literacy as well as knowledge of English language.

20.Distance education/online education:

Distance learning provides greater flexibility for students to work at their own pace and review work as needed. Distance learning has its own unique benefits. This type of learning places a heavy emphasis on independent study.

Our institute has a centre of BABA SAHEB AMBEDKAR OPEN UNIVERSITY, numerous students are learning their degree under this and our institute always extent their full support to those students. VNSGU, Surat external studies is done through distnace that we follow as per the university guidlines.

Due to Covid-19, college provided online teaching for academic year 2020-21. College conducted internal examinations through online mode. Even after immensement of offline classes, on some occassions like university exams of repeaters, college still teach through online mode to keep students updated.

Digital learning is a new way of getting knowledge, our faculties use PPT presentation, Audio-visual aids, you tube learning for deep knowledge of the subject. Even students are given PPT making assignments. we have active Bi-sag for their enhancement. Along with that we run GST, Tally and SCOPE online classes for the students.

our institute has conducted virtual guest talks, seminars, webinars, workshop, creative learning through online platform to enhance the capability of students. Under UDISHA club, various interviews were also conducted on online mode.

Extended Profile

1.Programme

1.1

07

Number of courses offered by the institution across all programs during the year						
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Data Template</td> <td>View File</td> </tr> </tbody> </table>			File Description	Documents	Data Template	View File
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Data Template	View File					
2.Student						
2.1 Number of students during the year		1865				
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2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		697				
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2.3 Number of outgoing/ final year students during the year		665				
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3.Academic						
3.1 Number of full time teachers during the year		19				
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3.2 Number of sanctioned posts during the year		21				

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	17
4.2 Total expenditure excluding salary during the year (INR in lakhs)	3.91
4.3 Total number of computers on campus for academic purposes	90

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

As an Affiliated institute, Curriculum, Academic Calendar, Content of Syllabus that is prescribed by the respective university is effectively adopted by the Institute. Academic calendars and teaching plans are uploaded on institute websites. IQAC keeps an eye on the roadmap of the lesson plans, the academic schedule, and numerous student-centric strategies.

The last two years of instruction are entirely in digital format due of the pandemic. Faculty ensures teaching and learning through the use of ICT and varied approaches, including group learning on Whatsapp, online classes, and You Tube links. Teachers offer classes both online and offline, providing PPTs, assignments, MCQs, and other materials.

Mentors are still actively working and helping students with their degree of academic or psychological issues. Numerous extracurricular activities and awareness campaigns are carried out. Notice is distributed to all students.

The library's extensive collection of books meets the academic demands of students having newer editions of books, journals, periodicals, CDs, DVDs, and other audio-visual materials. Through

N-List, faculty and students can access online journals. faculties distinguish between advanced and slow learners. Slow learners are given extra attention and effort, while advanced learners are encouraged to participate in numerous academic and extracurricular activities. Faculty members reach out to students for assistance with career, employment, and other competitive examination preparation. For the advantage of the students, many certificate programmes, including GST, TALLY, and SCOPE, are taken.

Feedback from different stakeholders is periodically gathered and analysed in order to take corrective and remedial action.

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

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

Future construction is made possible by the admirable goal of education. Evaluation is a step toward progress and improvement that results in more hidden information. Internal evaluation highlights the learner's development, any gaps and requirements. Transparency, accuracy, and reliability make up the key triangle.

The IQAC observes ways and means to cultivate and put in practice the approaches to reform Evaluation process so as to enhance quality. Our institute-affiliated to VNSGU, so we follow the exam schedule and Evaluation Process of our respective University with CBCS pattern. Academic calendar has been given by the university and as per that, college prepares its own calendar.

college do have examination committee for the smooth functioning. The college conducts one internal and one university exam per semester. internal evaluation is also based on Library assignment and Attendance. students has to visit the library, refer reference books and write assignment . old question paper solution, Question answer session, quiz, online test, Viva voce, MCQ test, are adopted.

All the faculties, admin staff help fresh students in filling up the form, subject code, and other formalities, so they would not face any issue. Group discussion is another method provides them area of brain storming and put forward their views and to think differently.

All the details of the college, Exam, activities are informed to students through Notice boards, website of college. 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/academicsCalendar

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

7

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)

07

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

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

391

File Description	Documents
Any additional information	No File Uploaded
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

Women Development Cell, Anti - ragging cell, Internal Complaint Cell play a vital role in bringing about Gender Equality through personal counselling and organization expert lectures, arranging various seminars on women's issues, vaccination program. we run self-defence training, university approved Beauty and wellness course.

Students learn gender equality and respecting each gender through a course Population Education, also taught and trained for environmental issues through a compulsory course in Environment. NSS works through its various activities like manure preparation, solid waste management, "Rain harvesting", compost pit etc. we have got Swachhata award from MGNCRE, MHRD for three consecutive years.

Principal and faculties address the students to make them understand the vision and environment of college. Emphasis is laid on the discipline. 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 our culture; university has introduced courses in history, psychology and Sanskrit. Students learn human values and ethics through Ramayana, Vedas, Upanishadas, and Bhagwat Geeta.

PROFESSIONAL ETHICS are instilled among the students through UDISHA Club (Placement cell). "Lakshya" Project and "Finishing school" provide training to the students for soft skills. Guest lectures are organized for skill development, personality development, mind power etc. Placement cells organize interview skills programme.

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

92

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	https://rofelacc.org/home/feedback
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://rofelacc.org/home/feedback
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
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1865	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
1326	
File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
"Teachers not only teach, but also they provide the conditions to learn"- Our faculties extent their help to our learners through Group Discussion, ICT Base Learning, question answer session, presentations, online sessions etc. every year, slow learners and	

advance learners are being identified during class and faculties motivate them for better learning. Advance learners provide their help who are a little slow in grasping, for second and third year our faculties are aware enough who are advance who are slow learners, so they assign various projects as per their learning level. online assignments are given. extra classes are arranged. various You tube links, Bi-sag (sandhan of Gujarat Govt.) are provided with understanding to grasp more knowledge of the subjects. Various talks are arranged in which faculties and students actively took part.

various question answer sessions are organised by faculties during their class. You tube links are provided. Sandhan Link is given. online test is taken periodically, through which faculties came to know about slow learners and inspire them. Reading Materials are provided by the faculties. previous years papers are solved. Assignment are compulsory for them. PG students did field work. various subject related guest lectures are arranged for our learners to get better experience of learning. Both slow and Advance learners are provided with an opportunity to take active part in all the college related activities for their overall development. finishing school is one of them.

File Description	Documents
Paste link for additional information	Nil
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
1865	19

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

With a view to catering to the various, diverse needs of the students, Institution adopt various students - centric methods.

Case study is adopted in commerce stream. Guest lecture on burning social issues are organized.

Institute publishes wall paper "SETU" fortnightly. Students show their talent through creative writing, drawing, painting etc. Students are encouraged to publish their literary work like poem, article, essay in college magazine "Darpan"

Language lab encourages communication skill classes to make them

orally more competent. Our knowledge hub has provided a good platform to us to organise various online talks.

Students make all out participation in theme -based poster, charts presentations, assignments and project Students are motivated to curricular activities like easy writing, elocution, etc both inside and outside college. online interviews are conducted.

EXEPERIENTIAL LEARNING Field visits: Cleaning of their own village, make them understand the dry and wet garbage drive is initiated by NSS. Group discussion, QUIZ, Debates, elocution, music competition, NSS activities, Saptadhara all give opportunities to of first hands experience.

Optimal use of LCD, LED, smart board along with audio-visual facilities. Most of the teaching learning and other activities are done through the help of technology. Certificate and value added courses such as SCOPE, GST, TALLY, creative learning umbrella are available for the students to keep them updated in skill.

Talks by experts, UDISHA club, MAA foundation, Finishing School program are organized for personality development. It helps them enhance their quality for employability.

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

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

Technology can never replace a teacher, but a teacher using technology can definitely change the learning experience. ICT is nowadays plays major role in teaching learning way. it is not about the technology; it's about sharing knowledge and information, communicating efficiently, building learning communities and creating a culture of professionalism in college. Pandemic has drastically changed learning experience, once education is inside the classroom and ICT is also used in that classrooms only. now the broader way of ICT is used in teaching learning.

Our faculties use MS TEAM software of teaching given by Government

of Gujarat, in which each student is provided with ID and Password. we conduct online lectures through this MS Team. online attendance, Assignments are given and students are learning proactively in that. faculties share their screen, PPT, Blackboard work through this and make learning more interesting. online webinars also conducted through Zoom, google meet, and MS Team for more knowledge enhancement. WhatsApp group, you tube links are the another way of ICT base learning. Many faculties use projectors, share the screen and make learning effective. Grammar, Accounts are taught through Blackboard and screen sharing options. This year we started a new venture called CREATIVE LERNING UMBRELLA, in which we have invited various experts of different field and they gave our students an in-depth knowledge of the various field. Both Online and offline sessions are organised.

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

19

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

19

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	View File

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

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

10

File Description	Documents
Any additional information	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

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

520

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 is not believing in mere testing, but the overall development of our learners. so continuous evaluation through internal exam, assignments and other class test, MCQ test provide students a platform to be well prepared for university examination.

As per the academic calendar, institute prepares continuous evaluation schedule. College always emphasizes transparency in assessment, communication and periodical reforms: Principal along with Examination committee frames a schedule for internal exam, Additional exam and university exam. Subject teacher communicates the pattern of internal assessment to the students. The examination committee plans the time table, seating arrangement and Invigilation Chart. Code of Conduct is displayed. Before question paper is set, a detailed design is evolved indicating the weightage to be given to the particular areas of the content, types of questions to be asked as per university.

Strict discipline is maintained and use of unfair means is strictly prohibited. Teachers are assigned evaluation work and show answer books in the class. If any students find any error, they can meet principal and rectified. After the evaluation of internal papers, students may seek suggestions and guidance from the teachers. Invigilators keep alert eyes on the examinees and principal monitors them through CCTV. Writer are allowed for injured, sick students. College adopts online test for SCOPE, banking sectors, online essay writing, Seminars, projects, Assignments, Presentations, Viva, MCQS, G.K tests, Elocution, case studies, term papers, survey and projects. All these above activities for internal assessment provide strength to student's Acquisition of knowledge.

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

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" form university examination.

File Description	Documents
Any additional information	View File
Link for additional information	https://rofelacc.org/assets/docs/committee.pdf

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. 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.

Institute continuously makes efforts to make students aware of the learning outcomes through the prospectus and the core values on the notice board & website. We prompt our students to regularly visit college website. Right from the commencement of academic session principal and teachers acquaint the students with the learning outcomes through 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 Q/A sessions etc. They provide opportunity to the students to become more forthcoming, critical in thinking about the course contents and ultimately use them for self-assessment. Group Discussion & Group discussion on content based topics are assigned regularly to evaluate the growth in skill, knowledge and commitment.

Faculties use case studies to enable students learn analytically. 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, 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	No File Uploaded
Paste link for Additional information	https://rofelacc.org/assets/pdf/program_and_specific_outcome.pdf

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

312

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

2.7 - Student Satisfaction Survey

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

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

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

07

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

Institute has established energetic eco system for quality research. The institution has always been optimistic in creating, encouraging and innovative academic atmosphere for all. We encourage burden less and skill based education with the aim of creating research habit within our learners. Institute has a functional research committee. This year we have arranged a seminar on Skill development and competitive exam training.

We have started a venture called 'Creative Umbrella' Under which we have arranged various seminars on Research methodology, Innovation and Entrepreneurship, Website Making, Balance Sheet Reading Etc.

To inculcate the habit of research, we undertake field visit and Industrial visit for our students. Institute has adequate infrastructure. Smart classes, conference room, seminar hall with audio visual accessories, highly enriched library with 24593 books (74 state, national, international journals), rare books to satisfy the knowledge thrust of the students. For economically weaker students we run BOOK BANK.

The library has KOHA software. A fully eco-friendly, NaMo Wi-Fi and GTPL internet facility. We have computer & language lab with high speed internet and computer. Research committee promotes research culture amongst the students and teachers. Five faculties have PhD guideship, two faculties have M.Phil. guideship. Research committee motivates faculties to publish research papers every year, we also felicitate the faculty who obtained doctoral degree, guide ship, and presented papers abroad. Principal and management motivate the staff for attending orientation, FDP, workshops, seminars etc. The college has signed MOUs to encourage and ignite entrepreneurship and betterment of our environment.

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

09

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

13

File Description	Documents
URL to the research page on HEI website	https://rofelacc.org/home/research
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	View File

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

08

File Description	Documents
Any additional information	No File Uploaded
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

09

File Description	Documents
Any additional information	No File Uploaded
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

To Communicate and sensitize students to social issues and for their holistic development and to make them socially responsible, we have active NSS wings that conduct activities in adopted villages.

Some of the regular activities we do: blood donation camp, health check-up, CORONA Vaccination program, Jal Sanchay, saksharta Abhiyan, tree plantation, aids awareness drive, Swachhata Abhiyan, cashless drive, "Say No Plastic drive", Swachhata Pakhvadiya, Selfie with Parinda, Clean green campus, Azadi ka Amrit Mahotsav, Parixa Pe Charcha, various competitions etc.

We also organize orientation programme every year for fresh batch of volunteers, in which make students aware of NSS. Through extension activities, students easily understand rural life. NSS Volunteers help these rural uneducated people about government

policies; assist them in filling up forms.

Self-discipline, loyalty, respect and positivity, patriotism, are built in NSS as well as NCC too. And these volunteers nurture these qualities in school students of nearby villages. Annual special camp in the interior villages for seven days that helps students to mix up with villagers, to understand their life style and needs better. Awareness programmes are held like 'Beti bachao Betipadhao', Jandhan yojana, Voting Awareness, vyaanamukti, women empowerment to sensitize the students as well as the community. Birth anniversary of national leaders are celebrated. Environment day, teacher's day, Hindi day, NSS Day, Sanskrit day, Matrubhasa Day, Voter's day are celebrated. Yoga and Prayer is our everyday practice. Environment, Vedas, Bhagwat Geeta are included in our curriculum.

File Description	Documents
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

03

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

46

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

2503

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

26

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
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

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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 has infrastructure facilities within the college premises to satisfy the knowledge thirst of more than 1800 students.

campus is spread into 9 acres. We have 16 classrooms, 12 are smart classes. Faculties are provided mike and laptops. Administrative office is well equipped with computers, printers, scanner, Copiers, photocopy machine with internet. We have a Multi Media room with LED TV, Web cam, and computer. Fully equipped Computer Lab with having 29 computers, printer and scanner. We have GTPL and Na-Mo Wi-Fi internet connection. Language Lab with 25 computers, headphones, web camera, printer, AC facilities. It also

conducts online exams under SCOPE, state level and national level online exams, online admission process. All computers are LAN connected. The whole college campus is under CCTV. Seminar Hall with AC and 130 seating capacity, a well-equipped conference room with AC, LED TV and white board.

Campus is eco-friendly with parking facility. A large sports ground, an excellent pitch suitable for Ranji Trophy, Gymkhana, Indoor games are in hand. Well-equipped girl's room, Vending Machine, sofa, TV, Mirror is available. RO filters, adequate washrooms, first aid box, are available. We have a small pantry with refrigerator. We have Ramp and wheel chair for DIVYANGJAN. The library is enriched with more than 24500 books, 76 journals, along with rare books and INFLIBNET. We have BOOK BANK for poor Students. Library has KOHASoftware. N-LIST facility is for e-resources. Newspapers and magazines in three languages are available. NSS, NCC, activity room, Common canteen facility Security Quarters generator, Store room is available.

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

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

It is vital that an educational institution should take care of the physical and athletic capabilities of the learners as well. We ensure student's participation in University and State level teams. The Physical instructor conducts intercollegiate tournaments and Annual Sports Day every year. We have sports ground, the pitch is suitable for Ranji Trophy, gymkhana is well equipped with kits and sportswear. Indoor games like chess, carom, Table tennis is available for our students. The College participated in almost all university-level sports competitions and performed well. We have also successfully conducted University level CROSS COUNTRY RACE for three years in past. Every year interclass Cricket, volleyball, Chess, table tennis, carom, 100 meter, 200 meter running and other competitions are conducted. First aid is always in hand.

Yoga and Meditation sessions are conducted . Yoga is included in daily basis lectures. Our alumni Hardik Joshi extends support in

conducting Self Defense Program. We frequently organizes a session for meditation, relaxation techniques and stress management. Prayer is our regular activity. Cherishing and representing our culture is a vital pillar in developing learners with team spirit, self-confidence, knowing their talent, framing their all-round personality. Our institute has adopted SAPTADHARA project that conducted various cultural activities such as Elocution, essay writing, Mehendi, Poster making, Patriotic Song, Kavya Pathan, Bhajan, Best out of waste, Rangoli, Quiz, Poem writing, Slogan Writing etc. Our institute has cultural committee that looks after every need of cultural aspects. Our college takes part in University youth festival every year.

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

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

16

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)

1.48

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: Library books are classified systematically as per Dewey decimal classification system. The library is enriched with more than 24591 books. Reference books along with Ph.D., M.Phil thesis, CDs, DVDs is easily accessible.

65 regional, national journals and 10 international journals. 11 newspapers in 3 different languages. (Gujarati, Hindi, English) are available. 102 Rare books are there.

BOOK BANK facility for poor Students. We have N-List Programme for E-library provided by INFLIBNET.

We have a research room with computer and internet facility.

We have magazine rack, newspaper rack for updating a new world.

We display NEW Arrivals in library.

Software: library has KOHA software for easy access. Name of ILMS software Koha, Fully version 19.05.04.000 from 26/07/2019, KOHA is a full featured integrated library management system (ILMS).

KOHA support to open source operating system (OS) software.(for Example: Linux , Unix) In KOHA library software : Circulation , cataloguing , Acquisition, patron management, advanced search , label print, barcode print, administration, OPAC and many more modules are available. KOHA is multi-user support and multi-functional.

Seating Capacity: More than 160 readers.

Question Bank: old question papers of internal as well as

university examination is easily available for students. Photocopy facility is available in the library.

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)	View File

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)

1.97

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

60

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 implemented IT into everyday activities for improving the quality of teaching- learning, evaluation processes, preparing and submitting mark sheets. Making the administrative processes user friendly & transparent We have GTPL 8 Mbps and NaMo Wi-Fi with 100 Mbps internet facility.

All admin staff is provided computers, printers, LAN, high speed internet, scanner etc. As now university has done online process for admission, enrolment, exam form, online MCQ exam, admin office is working accordingly.

The Language Lab has been developed with the support of Gujarat Government. Our institute runs CPT, BULATS, Linguaskill courses under SCOPE for that we provide our learners with speakers, head phones, webcams, printer. It has a high power UPS with 6 KVA.

Computer lab is functional with 29 computers, AC and other facilities. It is also used for online exams, finishing school programs. Teaching learning process through WHATSAPP GROUP, PPT.

We have installed the library software KOHA. We have membership with INFLIBNET, N-list to access e-resources. Institute also have 09 Routers. The college has developed an informative Dynamic Website, which includes prospects, feedbacks, scholarship, notices, new events, gallery, news, recognitions. We also have SMS system used to communicate notice to our students.

The college provides the facility of the laptop to each faculty. Smart classrooms with projector and LCD. We have a Virtual Class Room (Bi-sag) and 40 CCTV cameras. We have E-Mail to connect with the world. 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	https://rofelacc.org/home/facilities

4.3.2 - Number of Computers

90

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. ? 50MBPS

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)

6.73

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.

college has established maintenance committee that looks after the maintenance.

For IT issues, we have AMC. The maintenance of various buildings is achieved through periodic monitoring by the committee. Annual Stock verification is done. Maintenance and Repair of physical infrastructure is looked after by the committee.

The regular electrician of Management solves electricity problems. AC and Water Coolers are regularly serviced. Waste water of RO plant is used in Garden. Plumbing maintenance and repair are done. lab equipments are repaired periodically. Adequate protective measures like UPS, antivirus is maintained. The vending machine is maintained and regularly serviced. Washrooms are regularly cleaned and maintained. For generator, CCTV, Bio- metric, LCD and intercom we have AMC.

We undertake the cleaning of overhead water tank. We have an MOU with 'IDA foundation' for maintaining and recycling old notebooks etc. We have one appointed gardener who looks after the campus. we have a supporting staff who looks after projector related issues. Fire extinguishers for safety are installed.

Antivirus software in each computer. Periodical checking of head phones, webcams and mikes is done. Internet broadband connectivity and Wi-Fi problems are solved by professionals. Computers are serviced and reused.

Maintenance and preservation of rare books with special care. OPAC system for book search has been devised and regularly updated. Book binding is done to prevent further damage.

Physical Instructor monitor the maintenance of Sports Facilities, sports equipment, play Ground and defensive guards. Water harvesting and compost pit has been constructed.

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

904

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

11

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)	View File

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

A. All of the above

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

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

1559

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

1559

File Description	Documents
Any additional information	View File
Number of students benefitted 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

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

113

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
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

103

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
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.

04

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

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

College has formed different committees to carry out various academic, cultural, sports, literacy activities. Such as: Sports Yoga, Saptadhara, Maintenance, NSS, NCC, Library, Economic Forum,

UDISHA, Literary club, Research, Discipline, Prayer, SC/ ST, Redressal grievances, Internal Complaint Committee, SCOPE, Women Cell, Media, BISAG, Computer lab, IPR etc. Each committee consists of teachers and students. All the activities are in tune with the Vision -Mission of this institution. Students have been actively involved in various activities through above mentioned committees. Faculty under the guidance of the Principal carried out various programs along with students. Annual report of all activities is to be submitted to government. Sport and Yoga committee under physical trainer with the help of Patanjali Yoga Samiti organized several events, also Yoga Day, Khel Mahakumbh and Fit India. UDISHA Club and Literary club is very vibrant. Sanskrit department motivated students to participate in "Sanskrit Gaurav examination". One of the faculties actively organizes GQ test. Our students contribute their articles, poems, views, in college magazine "Darpan" and wall paper "SETU".

These student-centric activities help them in personality development and quality sustenance of the institution. Students arrange industrial, educational visit, 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 Economic forum. PG students help in taking lectures too. student's participation in various activities 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

47

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 building up infrastructural facilities of the college. 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. Ajay Thakur is a registered Road contractor. He made significant contribution in making our approach road. Harshil Joshi is associated with Vapi Municipality and always shares his knowledge with students. 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 Ex-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.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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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 value-based and career-oriented education, institute aims to produce fully-rounded individuals in each of its students on the professional, personal, and social levels. Skill-based education must be developed to open up new horizons in the global rapid change. Implementing the Institutional Development Plan will make education more accessible to society's many sectors.

To achieve the target emphasis will be given on the improvement of quality of teaching and learning process so as to produce employable and competitive graduates and post graduates. DIGITAL LEARNING AND ICT BASE LEARNING IS THE NEED OF THE TIME AND ADOPTED SUCEESFULLY BY THE INSTITUTION. This Plan will also enrich the Infrastructural Educational Resources in the Institution. The goal of the language lab, computer lab, and well-equipped central library is to give students first-hand experience with the digital learning process.

Proposal to launch a new course to raise the employability. Our plan places a strong emphasis on the teaching faculty to accomplish the goals.

Our mission is to make our students more responsible citizen of India, also focus on team building, working atmosphere has been created like a family.

Faculties assist students in every possible way to achieve their goal and be confident.

Different methodologies like, GK test, Quiz, Online test, MCQ, Group discussion, case study enhanced the performance of students.

Student centric teaching learning make the environment more knowledgeable and aspirant. Principal and various committees, administrative staff, faculties extend their hand in making smooth functioning of the assigned work.

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 for the development of the college.

The Principal, IQAC, various committee along with other faculties work together for the institutional and students development.

Faculties are assigned various duties and responsibilities to accomplish the task. Principal assigned duties to administrative staff to meet the need of college 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 other cells of the college like grievance redressal, women cell, and anti-ragging cell.

File Description	Documents
Paste link for additional information	https://rofelacc.org/assets/docs/committee.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Teaching plans and Academic calendar are made. various methods such as group discussion, case study, field work, MCQ base test, online education, ICT base teaching is adopted. slow learners are given opportunity to improve through extra class, advance learners help them in learning. Through wall paper SETU and Magazine Darpan we encourage students for creative writings. GQ test, sanskrit Gaurav Pariksha is conducted. Smart classrooms, Bi-sag, are our plus methods of teaching. we are running a study centre for BABA Saheb Ambedkar Open University.

Library is equipped with more than 24500 books and journals reference books and rare books. Books bank is in hand. We have Computer Lab and language Lab that is actively used for online exams. Facility for handicapped students is available. Girls Common Room with Sanitary Napkin Vending Machine is active.

For first year B.Com, MA and M.com, Admission process is online and centralized through university. college established help centre for filling online forms. In other program admission is on purely merit base. Reservation policy is followed.

Examination Committee conducts Internal Examination to check students' knowledge, external exam is taken by university. Internal marks pattern is structured for students in form of

Library Assignment, Projects , PPT Slide.

Industrial Visit, field work, campus visit is arranged for first-hand experience to the students. Various MOU has been signed.

Faculties are publishing their research papers at regularly and motivated by the principal for doing more research. five of our faculties are having Ph.D Guideship too.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://rofelacc.org/home/research
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.

Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical set up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

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

PRINCIPAL: To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required.

To provide leadership, guidance, monitor all the academic activities.

To conduct internal, end 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: Every committee constituted at college level and department level have the faculty member.

Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.

HOD: Department HOD prepares departmental workload, Collect & Verify the course material to certify, Preparation of list of weak students and conduct bridge classes, slip tests. Analysis result to conduct Remedial classes for failure students.

IQAC is responsible for fixing quality parameters for various academic and administrative activities. Monitoring the organization of class work and academic activities, Conducting Internal Quality Audits to verify the effectiveness of measures taken in reaching the quality parameters. Documenting various programs leading to quality improvement.

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

1 The following measures are taken for the welfare of our rofel parivar. 1. For Faculties: Hygiene, Water Cooler, Locker Facilities Maternity 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, Financial support 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.

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

2

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

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

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

0

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

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

04

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 organisational 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. 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 staff in 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

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Yes, the institute carries out internal and external audit every year on annual basis.

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 prevailing and done by the external authority Govt. of Gujarat.

Auditing is done by the acknowledged members of Govt. of Gujarat. Audited documents properly managed and documented in the administration office are shown and external agencies as per their criteria evaluates it.

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

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

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

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.

3.UGC Grants: Our College is under 2F and 12B as per UGC Act and Permanent Affiliation of the University. in pervious years our institute did recieve some grants from UGC for infrastructure, research and learning.

Process: 1. The Principl 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. Maintanance 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. Libraray committee looks after theresources 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 lb, Language lab and other learning sources like Bi-sag

7.quotations from vendors for the purchase of equipment, computers, books, etc. are sought.The quotations are scrutinized b 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 attempts to shape out the total quality person through a tireless focus on imparting quality education, through its innovative, comprehensive and flexible education policy. Internal Quality Assurance Cell carries out various activities that encompass all aspects of the Institute's functioning. The IQAC was constituted on 17/07/2007. Since then, it has been performing the following tasks on a regular basis.

1. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.
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. IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels. IQAC regularly holds meetings.
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, (especially enhancement of solar power by 140 kW in the last five years). 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.

File Description	Documents
Paste link for additional information	https://rofelacc.org/home/igac
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 review to improve quality of teaching-learning. Academic Calendar is prepared in advance and displayed on college website.

Newly admitted students attend Orientation and made aware of the philosophy, Education system, teaching learning process, and system of continuous evaluation, compulsory courses, co-curricular activities, discipline and culture of Institute. Students are also given guided tour of campus.

Students are apprised of Time-Table, Programme structure, syllabus of courses before semester commencement.

Principal and Discipline Committee make random visits to ensure smooth functioning of classes.

Feedbacks are taken from stakeholders, teachers, alumni etc. Feedback is analyzed and suggestion implemented.

Guest lectures are arranged for better knowledge of the subjects. Extension activities under NSS, NCC, Saptadhara, Women Cell, IPR are initiated.

MOU are done with MAA Foundation, Shaktimanch, G.B.Laddha and Co for the betterment of the students.

IQAC has taken up initiatives like Quiz, Group discussion, Case Study, Sanskrit Gaurav Pariksha, Finishing School, SCOPE, GST, Tally Certificate course.

Institution has a feedback system to evaluate teachers by students. Regular evaluation of teachers is done by students, feedback on teaching methodologies, course delivery, attitude, strengths and weaknesses, difficulties faced in subject give clear idea about problems faced by students.

Regular class tests, Midterm and continuous evaluation through internal tests, assignments, group discussions, seminar presentations, Question bank for students, Lecture notes, etc. 75% compulsory Attendance in semester, Extra classes for weak students. Timely Redressal of students' grievances.

Institute has provision of analysis of students' performance after announcement of their semester results. we have innovation club too.

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Rofel Shows gender sensitivity through various initiatives and actions for creating safe, Secure and healthy atmosphere . Sensitization of the students is done through special lectures and functions.The institution accords utmost priority to the safety and security ofthe students andstaff.CCTV has been set up in the campus. This system ensures that all Female staff, students can move freely in the campus. Security Guards are available 24 hours. I card- is compulsory for students to avavoidunwanted elements . Women cell also create gender awareness through different program. Self defence program is our regular activity. Various guest talks on women issues is organised. MOU has been signed with Shaktimanch

for beauty care. we have university approved Certificate course of Beauty care that increase self employability.

Girl students are exempted from tuition fees. Anti -ragging, discipline committee and women development cell is active for smooth functioning of the institute. All faculty are available both for boys and girls for solving their problem. we also have innovation club established by Government.

Psychological lab is active to solve any mental issue of the students. Girl's common room is created with Tv, Sofa, Washroom, vending Machine, first aid box and newspapers. University also organized training program, seminars, workshops etc. on gender equity and sensitization attended by the students. Beti Bachao, Beti Padhao is our regular projects. Celebrations of International Women's Day. The institute has a policy of appreciating faculty without gender bias. college adopted 'Mentor - Mentee' system.

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

There are two types of solid waste management at college level, i.e., Dry waste and wet waste. The solid waste is collected in two separate dustbins. Dry is dumped in Dry waste dustbin and wet is collected in wet dustbin. Collected waste is accumulated and Municipal Corporation takes this waste for disposal. College even digs pit to receive waste so that compost can be prepared from it. NSS volunteers extend their service in this regard. Dustbins are placed in classrooms and in corridors as well for promoting cleanliness in students.

Subject like Environmental studies is introduced in first year to make students aware of importance of our globe and preventing it from pollution. 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: Since this college is Arts and commerce in discipline 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. e-waste management: Students are made to understand the ill-effect of e-waste and its disposal in an eco-friendly 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 form 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

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	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	No File Uploaded

<p>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</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>B. Any 3 of the above</p>
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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

<p>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).</p>
<p>The institute is actively working to create a positive environment. The goalsisto advanceeducation,empowerment of the needy, and establishing a sense of community."Sarvdharma prarthna" and "College song" inculcate sense of belonging and harmony.our institute has family kind of harmony.The principal and senior</p>

faculties address the students at the beginning of the session to help them understand the mission and culture of the college. The value of discipline in life is emphasised. They are urged to uphold fundamental principles like truth, righteousness, and healthygoals.

NSS help students to multiple activities pertaining to cyber crime awareness, fundraising for Blinds. Spirit of patriotism is inculcated by celebrating 15th August, 26th January, birth anniversaries of great national leaders. As a daily practice students perform YOGA and PRAYER for mental and physical fitness.Institute publishes wall paper "SETU" fortnightly. Students show their talent through creative writing.Students are encouraged to publish their literary workin college magazine "Darpan"

The institution has offered courses in history, psychology, and our ancient language Sanskrit in order to uphold our tradition and teach our rich culture. students study the Ramayana, Vedas, Upnishadas, and Bhagwat Geeta to understand about human values and ethics.We believe in unity in diversity that's why our students respect the different religion, language and culture. We greet and wish each other at different festivals. We have adopted villages under NSSfor the upgradation of the those villages, Swachhata Mission is our prime corner.

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

We have active NSS wings that perform programmes in adopted villages in order to communicateand sensitise students to social issues, for their holistic development, and to make them socially responsible. The community and students are made aware of issues through events like "Beti bachao Betipadhao," "Jandhan Yojana," "Voting Awareness," and "vyasanmukti."

By offering a productive, encouraging, secure, accessiblelearning environment, we hope to provide students with the values,

information, and skills. These concepts are ingrained in the collegiate community's core values. The learners are motivated to learn by taking part in numerous programmes on culture, customs, values, obligations, and responsibilities in which well-known speakers are invited. Students were involved in the institute's awareness campaigns.

To follow our tradition and culture; university has introduced courses in history, psychology and ancient language Sanskrit. Students learn human values and ethics through Ramayana, Vedas, Upnishadas, and Bhagwat Geeta. Through a compulsory course in Environment, students are taught on various environmental aspects and sustainability. NSS works through its various activities like visiting place for manure preparation, waste management, "Rain harvesting Awareness" and "Cleanliness." We also initiated to have compost pit to prevent and use best of our environment.

To give lectures on ethics, values, duties, and responsibilities as well as on protecting the environment, guest lectures and seminars are scheduled. A group of students from Samudayik Sewa Dhara daily write positive thoughts on the board.

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

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

National celebrations are crucial in sowing the seeds of nationalism and patriotism among Indians. Our institution enthusiastically commemorates these occasions in order to honour our outstanding National Leaders and to remember the nationalistic concept. To celebrate these milestones and disseminate the message of unity, peace, love, and happiness throughout, the faculty, staff, and students of the university all join together under one roof. Republic Day is celebrated by the institution to mark the adoption of the Indian Constitution and to promote India as the largest democracy in the world. Independence Day is celebrated every year, parades and flag hoisting is organized and is celebrated to mark freedom of India. The institution encourages students to remember our national leaders and their sacrifices.

Gandhi Jayanti is observed to better understand the philosophy of our great leader Mahatma Gandhi, and students and staff participate by making a pledge. We encourage our pupils to uphold Gandhi's ideals of truth and nonviolence. Voters Day is celebrated on 25th January wherein the students are given awareness on their duties and rights as a loyal citizen. Every year on June 21st, we commemorate International Yoga Day.

Shaheed Din, Various Birth and death anniversary of our national heroes such as Vivekananda, Sardar Patel is celebrated. Kargil Day is celebrated. Parakram Day in memory of Subhashchandra Bose is celebrated. Woman's day, national Traffic safety day, Constitutional Day, is celebrated and organised by NSS Volunteers and NCC cadets.

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	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

"Innovation Club"

Our institute has established INNOVATION CLUB with the help of state Government. Students got training of various innovative ideas. government has provided with Kit, and resource person from government conducts training to students and make them creatively developed.

- To increase skills, employability and entrepreneurship.
- To give competitive edge and also help develop self personally.
- To develop students' critical thinking
- To turn hobbies into a business
- Getting practical experience
- To make learners more powerful and self employed
- To reduce the gap between academic and industry.

This year we have done an induction program for the same and gave prabodh training to students.

CREATIVE LEARNING UMBRELLA:

Creative learning has huge benefits for individuals and society in terms of wellbeing, employability and skills development.

- Brainstorming sessions and debates
- Changing the way learners approach problems.
- To make the learner more imaginative
- To build Confidence level

- Innovative ideas for future prospects
- Comparing the way of working normally and creatively

Under this Umbrella, Various sessions are being conducted for their career development and future plan. The whole series has been started from 01/01/2022 to 12/03/2022. Each Saturday various experts delivered talks on various subjects that has added more knowledge to our Rofelites. The whole program is successfully conducted in blended mode for the overall development of our Rofelites.

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

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

Rofel's primary mission is to provide education and create true citizens. High academic, professional, and societal standards are values that we uphold. College life is about more than just academics, sports, and culture, while also being aware of our surroundings and society. We provide an opportunity to student to contribute to make the society in which they live a better place and to grow as better individuals. Our main focus is helping our pupils cultivate social responsibility and values. We believe in developing 4Qs. (IQ), (CQ), (EQ), (SQ).

To carry out the responsibilities towards society, several committees are constituted. Freshers gain some insight of the institute's values and vision through the induction. Various sporting, cultural, and technological activities introduce students to the current social issues. Students participate in a variety of activities. They are encouraged to engage in contests addressing environmental issues and taken on field trips to connected enterprises.

NSS and NCC is our active wings, through which every year we organise, blood donation, Hand for hope, tree plantation,

cleanlines drive, Traffic control, Voter awareness, adult teaching, books, CoVID -19awareness, Vaccination, filling various forms, helping old people are our regular activities.

Variuos talks on female issues, legal rightsis arranged. No plastic is our motto. we have alos started university approved certificate course for all. Adopted villages and claening of our surrounding is our chief goal. water conservation is done through redirecting RO waste water to garden. our studenst make people understand about dry and wet garbage.

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 College IQAC has identified the broad objectives which the College should strive to achieve during this period, which are enumerated as under:

- 1.To create an enabling environment for holistic development of Students, Faculty and Support Staff;
- 2.To facilitate continuous upgradation and updation of Knowledge & Use of Technology, by Faculty and Students
3. organizing programmes and activities for the benefit of the Community and Other Stakeholders;
- 4.To create awareness and initiate measures for Protecting and Promoting Environment
5. More batches in Certificate Course, and introducing more short term courses
- 6.. Creative learning umbrella sessions
7. taking part in NIRF, GSIRF, ARIIA
- 8.To encourage and facilitate Research Culture, to promote Research by students and Faculty, otivate them to attend seminars, conference, FDP

- 9.more use of multi media room for vedios, and online lectures.
- 10.To support various Staff Benefit and Welfare measures.
11. More extention activities for society and environment.
- 12.More MOU to be signed for first hand exeperinece of corporate world.
- 13.To upgrade Library Resources to include digital content.
14. To Introduce Job-oriented and Skill based courses;
15. More rewards for academic excellence.
16. encouraging staff for organising more seminars, FDPs, confrences etc. Motivate students to participate in cultural, sports and other developemnt activities.
17. Campus palcement should have to be incresed.