



Yearly Status Report - 2019-2020

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 own campus	Yes
Phone no/Alternate Phone no.	02632245200
Mobile no.	9825140508
Registered Email	rofelac@yahoo.com
Alternate Email	desaihemalir1@gmail.com
Address	Rofel Campus Namdha road P.B. No. 67 Vapi (West) Gujarat
City/Town	Valsad
State/UT	Gujarat

Pincode	396191																														
2. Institutional Status																															
Affiliated / Constituent	Affiliated																														
Type of Institution	Co-education																														
Location	Semi-urban																														
Financial Status	Self financed and grant-in-aid																														
Name of the IQAC co-ordinator/Director	Dr. M.U.Daru																														
Phone no/Alternate Phone no.	02602462152																														
Mobile no.	9327719753																														
Registered Email	mudaru9@gmail.com																														
Alternate Email	rofelac@yahoo.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: Weblink :	https://rofelacc.org/home/academicsCalendar																														
5. Accrediation Details																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>71.10</td> <td>2007</td> <td>31-Mar-2007</td> <td>31-Mar-2012</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.30</td> <td>2014</td> <td>24-Sep-2014</td> <td>24-Sep-2019</td> </tr> <tr> <td>3</td> <td>B+</td> <td>2.69</td> <td>2021</td> <td>02-Feb-2021</td> <td>01-Feb-2026</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	71.10	2007	31-Mar-2007	31-Mar-2012	2	B	2.30	2014	24-Sep-2014	24-Sep-2019	3	B+	2.69	2021	02-Feb-2021	01-Feb-2026
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2	B	2.30	2014	24-Sep-2014	24-Sep-2019																										
3	B+	2.69	2021	02-Feb-2021	01-Feb-2026																										
6. Date of Establishment of IQAC	17-Jul-2007																														
7. Internal Quality Assurance System																															

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Culinary short term course	14-Oct-2019 05	50
Finishing School Batch Three	09-Jan-2020 05	49
Finishing School Batch Two	21-Dec-2019 05	49
Finishing School Batch one	05-Aug-2019 10	49
CPT and BULATS exam under SCOPE English learning certificate course	14-Feb-2020 1	19
CPT and BULATS exam under SCOPE English learning certificate course	31-Aug-2019 1	123
Celebrating Geeta Jayanti (sanskrit Department)	16-Oct-2019 1	45
Sanskrit Gaurav Pariksha	14-Dec-2019 1	115
Three Stars in GSIRF, also participated in NIRF and ARIIA	08-Jan-2020 1	21
SSR for Third Cycle has been successfully submitted	05-Mar-2020 1	21
View File		

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

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Rofel Arts and Commerce College, Vapi	UDISHA	KCG	2019 1	20000
Rofel Arts and Commerce College, Vapi	UDISHA	KCG	2020 1	50000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :	4				
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes				
Upload the minutes of meeting and action taken report	View File				
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No				
12. Significant contributions made by IQAC during the current year(maximum five bullets)					
<p>Preparing and submitting the SSR for third Cycle of NAAC. Participated in NIRF and ARIIA, Participated in GSIRF and got 3 stars.</p>					
<p>Certificate courses such as GST, Tally Computer Course, Self Defense, Culinary, Finishing School is initiated Successfully. our Institute also run a center for distance learning of BABA SAHEB AMBEDKAR UNIVERSITY</p>					
<p>our institute got approval of UGC for running two short term certificate courses 1. GST and tally Computer Course 2. Beauty and Wellness.</p>					
<p>For competitive examinations- we arranges various seminars, training programs, recently we have started NET/SET classes. Career counseling- we arranges various workshops, seminars for the same. Our institute has a tie up with Career Management institute of shree Dipesh Shah who trained students for their career and goal.</p>					
<p>Academic Audit Internal and external Audit Online feedback from Students Career Counseling program with Career Management institute Arranging Guest lectures Internal and university Examination Literary Club NSS Special Camp Campus Interview Job Fair Celebrating National Days and birth anniversary of our national leaders NCC activities Sports activities</p>					
<p style="text-align: center;">View File</p>					
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Plan of Action</th> <th style="width: 50%;">Achivements/Outcomes</th> </tr> </thead> <tbody> <tr> <td data-bbox="116 1861 798 2119"> More ventures in Start Up and Innovation </td> <td data-bbox="798 1861 1476 2119"> BOOT Camp, Start up and Interview, Various lecture related job opportunities, business culture, Digital banking, career in BFSI, start up and entrepreneurship, Mega placement training program, MOU under Lakshya project of MAA Foundation is </td> </tr> </tbody> </table>	Plan of Action	Achivements/Outcomes	More ventures in Start Up and Innovation	BOOT Camp, Start up and Interview, Various lecture related job opportunities, business culture, Digital banking, career in BFSI, start up and entrepreneurship, Mega placement training program, MOU under Lakshya project of MAA Foundation is	
Plan of Action	Achivements/Outcomes				
More ventures in Start Up and Innovation	BOOT Camp, Start up and Interview, Various lecture related job opportunities, business culture, Digital banking, career in BFSI, start up and entrepreneurship, Mega placement training program, MOU under Lakshya project of MAA Foundation is				

	undertaken.				
Swachchhata Mission to be initiated	Undertaken Summer Internship ., visited houses, aware them for dry and wet garbage and their proper disposal, say no to plastic, cleaning of slum area etc.				
To arrange Certificate course	GST Accounting Certificate course, Tally computer course, Self Defense, Finishing School, Culinary certificate course is organised				
More ventures in Placement	Mega placement training program by MAA foundation, total students attended, Mega placement camp at valsad in which total students attended.				
Initiating Lakshya Project for skill development	motivational lectures on Self confidence, presentation skill, understanding corporate culture, resume making, teamwork, leadership, Interview etiquette is being taught to students with practical experience.				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">IQAC</td> <td style="text-align: center;">18-Mar-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	IQAC	18-Mar-2020
Name of Statutory Body	Meeting Date				
IQAC	18-Mar-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	07-Feb-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Our Institute does have MIS. MIS is partially applicable in the Institute. MIS in terms of BIOMETERIC for online attendance records. In Library SOUL Software for the data management of the Library , records of Books, Journals etc. are maintained. Admin details are visible at Principal Computers etc.				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Institute is Grant-in -aid College, recognized under 2 (f) and 12B of UGC ACT. It is affiliated to Veer Narmad South Gujarat University (VNSGU) Surat. As an affiliated institution, we follow the curriculum prescribed by the university. IQAC discusses the methods and curriculum with faculties and prepares the roadmap to deliver it effectively, faculties chalk out their teaching plans. Faculties' emphasis more on STUDENT centric methods. IQAC prepares academic calendar as per university calendar. Valuable suggestions from faculty members attending conferences, orientations regarding the curriculum development are taken time to time. As per the suggestions and discussion of BOS, HODs follow those suggestions and shares them with the other faculty members, and they chalk out their teaching plan according to academic calendar. CURRICULUM STRATEGY: In order to enhancing teaching quality, the faculty members actively design innovative teaching methods and techniques for effective delivery with use of ICT. The IQAC closely monitors teaching learning process. Periodical analyses is done through test, result analysis, feedback etc. CURRICULUM- EXECUTION: The College provides best possible infrastructural facilities for effective implementation of syllabus. Library is equipped with wide range of books fulfil student's academic needs. Library committee always makes effort to enrich library by adding latest books, journals, periodicals, CDS, DVDS and other audio-visual materials. Newspapers in Hindi, Gujarati and English are always there to enable students to keep them updated. Students and faculties can access online journal through N-List. Students are provided materials. Faculties identifies Advance and slow learners and proceed with their competencies. Advance learners are given encouragement to participate in various academic and other activities, slow learners are given extra care and efforts. Faculties extend their hand in giving guidance of Career, jobs and other competitive examinations and its preparations. Various certificate courses such as GST, TALLY and SCOPE are undertaken for student's benefits. Guest lecturers, Industrial visit, field trips are organised from various academic and professional fields to build up their bright career and to get first hand experience of business culture. The college has Knowledge Hub (Computer Lab and Language Lab) with well-equipped ICT gadgets for quality enhancement. Feed backs from various stakeholders are collected from time to time and analyse them for undertaking corrective and remedial steps.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Finishing School Program-1	nil	05/08/2019	10	Presentation skills, leadership, Interview techniques, self building	soft skill
Finishing school	nil	21/12/2019	05	body language, CV	soft skill

Project -2				writing, interview facing, self building	
Finishing School -3	nil	09/01/2020	05	goal setting, time management, stress management, self motivation	soft skill
GST Accounting Certificate course	nil	13/12/2019	55	GST Training	Accounting
Tally Computer Course	nil	30/12/2019	25	Tally	Accounting
SCOPE CPT AND BULATS	nil	19/08/2019	15	LSRW	English learning
SCOPE CPT and BULATS	nil	14/02/2020	15	LSRW	English learning

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MCom	Financial management and Strategic management (III and IV)	03/06/2019
BA	English (I to VI)	03/06/2019
BCom	Accountancy and Economics (V and VI)	03/06/2019
BCom	English (Sem I to VI)	03/06/2019
BCom	Banking and Accountancy (III and IV)	03/06/2019
BCom	Accountancy (I and II)	03/06/2019
BA	Economics (Sem V to VI)	03/06/2019
BA	Hindi (Sem III, IV)	03/06/2019
BA	Sanskrit (Sem III, IV)	03/06/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Economics	03/06/2019
BA	Gujarati	03/06/2019
BA	Sanskrit	03/06/2019

BA	Elective Psychology, History and Hindi	03/06/2019
BCom	Accountancy	03/06/2019
MCom	Accountancy	03/06/2019
MA	Economics	03/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	462	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Culinary Course (Punjabi recipe and Cake making)	14/10/2019	50
Self Defense Training Program	23/01/2020	127
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	ECONOMICS	201
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback from Students, Teachers and Alumni is taken for the analysis of the syllabus, Various Certificate Course etc. Questionnaire is prepared to analysis. Students' satisfactory ratio is counted, and improving steps are taken after that. After collecting the feedback, action taken report is prepared and put forward to IQAC and IQAC Cell forward it to principal, HODs and BOS or further necessary action. Alumni feedback and suggestion are used for further improvement as they have practical experience and as they suggest what they need in college instead.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Economics, Gujarati, SAnskrit	200	181	170
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1381	229	21	34	10

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
21	21	8	12	12	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

At the beginning of session, Institution undertakes following steps to assess the learning levels of the students: Principal of the college along with the staff give the outlines of the programs and elaborates very purpose of academic pursuit. For first year now it is online admission Process, all the members of the college help new beginners in admission process. Teachers of different departments along with the help of IQAC and NSS POs, provide orientation to the students and even experts are invited to make students aware of their goals and method to increase their performance. Teachers help them in choosing right subjects, make them understand the program outcomes, and future possibilities. Exam patterns, role of Assignments, Attendance, and career guidance is provided. Teacher conducts oral tests and written test to assess the ability of the students. Advanced learners and slow learners are identified according to their performance. •There is a constant interaction between teachers and students during classroom teaching. Such interaction enables them to identify their weakness and strength. • Teachings plans are always there to bring out maximum from the performance of the students. Wide range of Guest lectures is given to our students. Psychology department takes care of their mental health issues. Soft skills such as time management, Stress management, problem solving is being taught and adopted for them Students are informed about Anti Ragging Cell, their undertaking is also recorded. Seminars on Drugs is conducted and its disadvantages are shown. They are informed about Anti-Drug also. College Mentors girls about Sexual Harassment Cell. The Classrooms are equipped with Smart Class Equipment LCD Projectors and monitors which helps us to provide visual aids slides and videos while teaching and we also encourage our students to watch lectures on Sandhan. All Gujarat integrated classroom through BISAG we have a well-equipped language lab and computer lab too. Girls are provided with Vending Machine for sanitary napkin and Common room. All the faculties are allotted Group of students along with senior students to mentor our fresh batch of students so that they can easily get adjusted in the college environment. Principal, faculties, Supporting Staff and admin staff, all are extending their possible support to the students for their better enhancement.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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1610

21

1:77

2.4 – Teacher Profile and Quality**2.4.1 – Number of full time teachers appointed during the year**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
21	20	2	Nil	10

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. H.A.Desai	Principal	? Dean - Faculty of Arts (Twice)) (30/01/2019 to 29/1/2022)
2019	Dr. H.A.Desai	Principal	NAAC PEER TEAM Member
2019	Dr. H.A.Desai	Principal	Appreciation Certificate for various activities of NSS award given by Regional director Gujarat and Vapi Municipality and Taluka panchayat Vapi
2020	Dr. H.A.Desai	Principal	Swachhata Action Plan Award

[View File](#)**2.5 – Evaluation Process and Reforms****2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year**

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCom	03	semester	25/04/2020	Nil
MA	01	semester	25/04/2020	Nil
BCom	03	semester	25/04/2020	Nil
BA	01	semester	25/04/2020	Nil

[View File](#)**2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)**

Teaching is Future Constructing Process. Evaluation is a step towards improvement and seeking more hidden knowledge. Internal Evaluation is a must step for any academic institute to know the growth of the learners. Our main

principles are Transparency, Accuracy and Reliability. The IQAC and Institute observe ways and means to cultivate and put in practice the approaches to reform Evaluation process so as to enhance quality. Our institute is affiliated to VNSGU, Surat so we follow the exam schedule and Evaluation Process of our respective University. As per the College and university academic calendar, Internal Unit test is planned by Examination committee under the guidance of the Principal and IQAC. Our Institute follows the Choice Base Credit System of University. It has two components (Internal External Evaluation). The ratio of weightage is 30 internal evaluation and 70 semester end examination which is conducted by the university. The College adopts its own CCE method and conducts internal examination, class test, group discussion. Equal weightage is given to library assignment, attendance, past paper solution etc. students have to sit compulsorily in library and refer reference books for assignment. CV writing is compulsory assignment for students. College adopts multipurpose systems of group discussion, questionnaire, question-answer session, online test, Viva Voce, Multiple choice questions etc. Feedbacks are taken from various students for further improvements. GK test, Sanskrit Gaurav Pariksha are conducted to enrich the knowledge. Faculties use ICT, prepare PPT, share YouTube links, videos etc. IQAC keeps close eyes on the evaluation process and the methodologies followed. Strict attendance, poor performance due to regularly irregularity is communicated to parents. Answer books of internal examination are shown to students and parents as well. After each semester learning outcomes and result analysis is conducted to identify areas of strength and weaknesses of the students. It also enables the teachers to realize if the goal of learning has been achieved. All examination halls are under CCTV coverage.

2.5.3 – Academic calendar prepared and adhered to for conduct of Examination and other related matters (250 words)

Our college is affiliated to VNSGU, Surat University prepares its own academic calendar as per semester system, and college is intimated well in advance. Academic performance is assessed through proper conduct of examinations. We follow CBCS Pattern given by the University. As per University Academic calendar, College arranges its own calendar, it is also uploaded on college website. The college conducts internal exam. While filling up university exam form, Faculties, administrative staff, senior students all help junior students in filing proper subject, subject code, and other formalities. Class test, Library assignment, MCQ test, Case study, PPT presentation, Online assignments are mandatory for students. Students are provided opportunities of brain storming through case studies. Group discussion is a chance to put their views. Faculties map their teaching plans as per academic calendar. Question answer session after chapter completion, remedial coaching, learning through WhatsApp Group is implemented. PG students are given field trip base term paper submission, and have to face VIVA Voce. Other students are provided opportunity to visit industrial area for actual experience. Students are communicated all the details regarding subject (Elected/compulsory). Examination pattern, syllabus through prospectus, notices on board, on website and library. It is also available on university website. The institution strictly follows examination schedule, assignment, projects are given well in advance and submission is done within a stipulated time. Following are the steps taken by College for student's knowledge. Time table: Time tables of lectures and examination (Internal as well as External) comprising time and dates for all programmes are framed and displayed on the notice board. Teachers are also intimated separately. Allotment of rooms: During Examination as per the student strength, blocks and seating arrangement is organized. Seat numbers and their classrooms are displayed on notice board for better convenience of the students. The same is displayed on each floor. Evaluation: Teachers are required to wrap up evaluation of answer sheets and submission of results within a fixed time and date. Under the guidance of the principal, examination

committee performs the duty for smooth functioning. After Internal Examination, evaluation is done and parents are shown their ward's answer sheet for improvements. Continuous evaluation is done through Quiz, Class test, discussion, mentoring etc.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://rofelacc.org/assets/pdf/program_and_specific_outcome.pdf and
https://rofelacc.org/home/courses_out_come

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
3	MCom	Accountancy	83	49	59.04
1	BCom	Accountancy	353	204	57.79
3	MA	Economics	42	37	88.10
1	BA	Economics	85	71	83.53
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	00000	nil	0	0
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
A lecture on Legal Rights for women	IPR, IQAC and Women Cell	10/08/2019
Motivational Speech on Start Up and Entrepreneurship	IPR and UDISHA	11/02/2020
Female health and Sanitary Napkin awareness Programm	IPR and Women Cell	17/12/2019

Lecture: Promotion of Diet and Nutrition	IPR and Women Cell	19/09/2019
female health Issue- A talk by Madhuri Ankleshwariya	IPR and Women Cell	11/03/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
PARTICIPATION CERTIFICATE OF ARIIA	PRINCIPAL, SMT C D JHOBALIA ROFEL ARTS AND SMT ISR ACHCHHARIWALA ROFEL COMMERCE COLLEGE, VAPI	Atal Ranking of Institutions on Innovation Achievements	Nil	OVER ALL
SWACHCHHATA ACTION PLAN AWARD	PRINCIPAL, SMT C D JHOBALIA ROFEL ARTS AND SMT ISR ACHCHHARIWALA ROFEL COMMERCE COLLEGE, VAPI	MAHATMA GANDHI NATIONAL COUNCIL OF RURAL EDUCATION DEPARTMENT OF HIGHER EDUCATION, MINISTRY OF EDUCATION	Nil	SWACHCHHATA MISSION
3 STARTS IN GSIRF	PRINCIPAL, SMT C D JHOBALIA ROFEL ARTS AND SMT ISR ACHCHHARIWALA ROFEL COMMERCE COLLEGE, VAPI	KCG, GOVERNMENT OF GUJARAT	28/02/2020	OVER ALL

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil

[View File](#)

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Economics	2
ACCOUNTANCY	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Department of Economics	1	Nil
International	Department of Economics	1	Nil
International	Department of Accountancy	1	Nil
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Department of Economics (Paper Presented)	5
Department of Accountancy (paper Presented)	2
Department of Statistics (paper Presented)	1
Department of Psychology (paper Presented)	1
Department of Physical education (paper Presented)	1
Department of Sanskrit (paper Presented)	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
nil	nil	nil	2019	0	0	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
00	0	0	2019	Nil	Nil	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	5	Nil	Nil
Presented	6	5	Nil	Nil

papers

[View File](#)

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Free medical Camp at Kaprada	Rotary Club Of Vapi	3	25
All India Tally Commerce aptitude Test	Chips Bytes, Vapi	1	336
A talk on Water Conservation	Rajeshbhai Patel, Jayantibhai Kanat	3	130
Economic Survey	Collector Office Valsad	3	127
MAKING FERTILISER THROUGH WASTE	Dr. Ranjita Shetiya Innerwheel Club 2	2	19
A talk - Activity learning, observation, Confidance	Neha Desai, kavita Kaur from MAA Foundation	2	150
Saksharta Abhiyan at Nargol Village	Nargol Gram Panchayat College	3	48
Blood GroupChecking at Nargol of std. 7th students	PHC Centre Nargol	3	48
pulse polio	Vapi Municipality College	3	50
various competition like poster, elocution	Red Ribbon Club	2	28

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Swachchhata	Swachchhata Action Plan	MAHATMA GANDHI NATIONAL COUNCIL OF RURAL EDUCATION DEPARTMENT OF HIGHER EDUCATION, MINISTRY OF EDUCATION	Nil

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS/NCC	Vapi Municipality	Cleanliness drive	2	45
Women Cell	Women Cell, IQAC, prof. Nisha Parekh	lecture on Womens rights	2	125
NSS/NCC	IQAC and Adv. Sonal Rajput	orientation programme on Anti Ragging	2	110
NSS	IQAC and Jansewa Hospital Vapi	A talk- Nasha Mukti jagruti	2	150
NSS	College	Swachhha Bharat Internship at Namdha Village	2	19
NSS	NSS, Gram Panchayat, Women Cell	Survey on Cleanliness Under Swachhha Bharat Internship 2.0 at Namdha Village	2	19
NSS/NCC	College	Slum area Cleanliness at Khadkala	2	27
Literary Club	College and IQAC	Lecture- Jal Sanchay Ane Van Sarkshan	2	120

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
70th CA Day celebration - Career counselling Seminar	53	College	1
Seminar on Tally Banking Competitive Exam	60	College	1
Seminar on Life Skill Development	87	College	1
Seminar on Economics	83	College	1
Campus Interview	14	College	1

Worksshop - on career counselling	final year student	College	1
Educational Tour at Lakshami Vidhyapith sarigram	160	College	1
Industrial Visit at RR Kabel Silvasa	52	College	1
Industrial visit at Sudhir Power Ltd. Silvasa	39	College	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Soft Skill	Finishing School Project	KCG, Gujarat Govt. Gujarat	05/08/2019	14/08/2019	49
Soft Skill	Finishing School Project	KCG, Gujarat Govt. Gujarat	21/12/2019	25/12/2019	49
LSRW	SCOPE English Learning	Cambridge University	31/08/2019	31/08/2019	123
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
MAA Foundation	20/07/2019	Lakshya Project, expert talks, skill based training program, series of tour	80
IDA Foundation	18/02/2020	Waste management Seminars, Awareness Programs, Notebook Donation, Tree Plantation, E-waste management,	Nil
G B Laddha And Co.	01/07/2019	Skill Development, Placement, Outcome	Nil

		base training	
Shaktimanch on 28/09/2017 (For Five Yaers)	Nil	Beauty care and Culinary	50
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
252000	248700

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Campus Area	Existing
Laboratories	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Fully	20.05.12.000	2019

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
Existin g	54	2	9	0	0	10	18	8	18
Added	0	0	0	0	0	0	0	50	449

Total	54	2	9	0	0	10	18	58	467
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4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Bi-sag	http://sandhan.kcgjournal.org/index.php/economics/

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
225345	201230	153565	151000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has Maintenance Committee that takes care of the facilities of the campus and its maintenance. For Physical facilities and its repairing such as classrooms, doors, painting, washrooms, and Maintenance committee reports to the principal, after the proper process of approval, it is being repaired. For digital tools like CCTV, Bio- metric, and intercom Maintenance, we have signed AMC. Electricity issue is solved by the regular electrician given by the management. On call electrician is also available. AC and water cooler are regularly serviced. RO Plant water is redirected to garden to save wastage of water. A gardener is appointed to sustain the campus greenery. Upper terrace tanks are cleaned regularly. Plumbing maintenance and repair are done by professional. Mechanical equipment and lab equipment are repaired periodically. The vending machine for girls is maintained and regularly serviced. Dry and wet floor cleaned daily. We follow the Swachhata mission of Government. So Blue and Green bins are placed. Students are abide to clean their class and keep the campus clean. Washrooms are regularly cleaned and maintained. We have an MOU with 'IDA foundation' for maintaining and recycling old notebooks, and old newspapers etc. We have contract for sustaining LCD projector and a supporting staff looks after all the LCD. Fire extinguishers for safety are installed and maintained. On call carpenter is available for repairing and maintaining furniture. Computers and internet related maintenance is upgraded and serviced time to time. Reducing e-waste is the chief goal, so we maintained antivirus software in each computer. Periodical checking of head phones, webcams and other speaking accessories is done. AC, generator and UPS are serviced regularly through AMC. ICT AND INTERNET FACILITIES. Internet broadband connectivity and Wi-Fi problems are solved by the professionals only. In order to minimize e-waste, computers are serviced and reused as far as possible. The Dynamic College Website, INTRANET facility are maintained by the institute. The library is automated regularly formerly through Koha software. 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 of the books. Physical Instructor monitor the maintenance of Sports Facilities. Regular inspection and maintenance of play Ground. Giving top priority to the safety of the players by renewing defensive guards. The

equipment in Indoor and Outdoor Gymnasium are regularly serviced and purchase new ones whenever required. Water harvesting has been constructed in our campus, and waste management system is executed by the garbage collection vehicle in collaboration with municipality. Compost pit is made to use and save our environment.

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga Meditation	21/06/2019	118	Patanjali Yoga Samiti
Soft Skill	23/12/2019	121	Career Management Vapi
Finishing School Program	05/08/2019	49	KCG, Gujarat
LAKSHYA PROJECT (MAA Foundation)	18/07/2019	138	MAA Foundation Vapi
Career Guidance and Competitive Exam	24/07/2019	780	Career Management Institute Vapi, Bank Edge Academe, GB Laddha Company, Times Centre of Learning Ltd.

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Guidance and Competitive exam	209	571	Nil	Nil

guidance

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
ICICI Bank and Indusind Bank	97	13	NIIT Vadodara	20	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	5	MCOM	Accountancy	Nil	Higher Studies
2020	8	MA	Economics	Nil	B.Ed
2020	20	BA	Economics	Nil	MA
2020	29	BCOM	Accountancy	Nil	MCOM
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Digital Essay writing and Drawing	College Level	14
Patriotic Song	College Level	12
Essay writing	College level	34
one minute game	Inter College	12
Quiz	Inter College	4
Cricket	Inter Class	225

Carrom	Inter Class	13
Table Tennis	College Level	36
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

College has been carrying out various academic, cultural, sports, literacy activities with the help of different committees. Each committee consists of teachers and students. The principal and faculties promote human values among students. All these activities are in tune with the Vision -Mission of this institution. College has various committees that works for its developemnt:

- 1.Sports Yoga
- 2.Saptadhara
- 3.Maintenance
- 4.NSS
- 5.NCC
- 6.Library
- 7.Economic Forum
- 8.UDISHA Club
- 9.Literary club
- 10.Research
- 11.Discipline
- 12.Prayer
- 13.SC/ ST Cell
- 14.Redressal grievances Cell
- 15.Internal Complaint Committee
- 16.SCOPE
- 17.Women Cell
- 18.Wall Paper 'SETU'
- 19.Media
- 20.BISAG
- 21.Computer lab.
22. IPR etc.

Students have been actively involved in various activities through above-mentioned committees and bodies. faculty under the guidance of the Principal carried out various programs along with students representatives. Annual report of it has to be submitted to government. Sport and Yoga committee under physical trainer with the help of Patanjali Yoga Samiti organized several events, also conducts International Yoga Day, Khel Mahakumbh and Fit India. UDISHA Club is run by the co-ordinators along with students. Literary club is very vibrant. Students are participating with overwhelming enthusiasm. Students have participated in various activities like "poetry recital" "Essay competition" "Debate and Elocution" etc. Sanskrit department motivated students to participate in "Sanskrit Gaurav examination". One of the faculty actively organizes GQ test for students. Our student's activities contribute their articles, poems, views, in college magazine "Darpan." Students proactively participate in fortnight wall paper "SETU". This student-centric activities help them in their personality development and quality sustenance. Students arrange industrial, educational visit with the help of faculties. Students and faculties together arrange Annual Gathering, workshop, seminar etc. and ensure all arrangements. Senior students help administrative staff in online admission process. NSS Volunteers works for library in arranging books. Under Samudayik Sewa Dhara, a group of Students daily write good thoughts on board. Students We have Economic forum of students and Faculties. Maintenance Committee looks after campus needs, with the help of the principal they solve the issues. A group of PG students help in taking lectures to while the faculties are on leave. It gives them teaching experience. Day to day student's participation in various activities prepares them for leadership. This practical experience helps them in building their confidence. They play an important role in maintaining the code of conduct of the college and reporting any disciplinary issues to the committee members. They also help the faculties in conducting class activities, extra test, assignments as well as attendance of students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Institution has a functional Alumni Association and it has been making all possible contribution through financial and non-financial means.. It plays a vital role in establishing important rapport among all stakeholder. Some of the members of Alumni Association are regular visitors and are helping out in many ways. They work in close association with IQAC members and principal of the college. It has been following objectives written below: 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.Contributing their help in building up infrastructural facilities of the college. 4.Giving feedback to the college for its betterment. 5.Mentoring students for better future prospects. The college has all reasons to take pride in having alumni in field like teaching, industry, manufacturing, consultancy, politics, legal social works etc. On the auspicious day of 26th January, 2019 college organized "Get Together" under the chairpersonship, Principal. Alumni Association 1 Shri Rajesh Keni (President) 2 Shri Mitesh Vora (Vice president) 3 Ms. Krimil Haria (State Level best NSS volunteer award winner) (Secretary) Our president of Alumni Association Mr. Rajeshbhai Keni has been awarded "Best sarpanch". He is always forthcoming in social helps which includes financial helps. Mrs. Sonal Rajput, Ms. Nisha Parekh (In-Charge-Principal) and Shri Jagrut Patel are a very successful advocate and share knowledge to our students through lectures on many burning issues from time to time. Mr. Ajay Thakur is a registered Road contractor. He made significant contribution in making our approach road. Mr. Timir Rahul Nandwana are successful manager and trades. Harshil Joshi is associated with Vapi Municipality and always shares his knowledge with students especially in NSS Programs. Hardik Joshi is a famous name in the world of "Marshal Art and karate."He has won series of awards. He also contributes in training our students in many ways especially conducting Self Defense. Krimil Haria, secretary Alumni Association is serving as a media reporter in a local T.V media and makes important contribution in news converge. Mr. Rakesh chauhan is a chairman of MCS, Silvassa,. Many of the other students are giving service as public leaders. They share their academic excellence with our students. Shri Mitesh Patel- Officer Commander (Home Guard Dpt.) Shri Ashsish Sutariya works as a principal. Parekh Jignesh, parekh Nisha and Hiral Dhodi are an Assistant professor and engages classes at P.G. Mrs. Nisha parekh, who has also cleared her NET, LLM.etc. Likewise many Ex- students are teachers at various levels too. So, Alumni Association has a very good track record of service to the college and through their feedback and suggestion, it helps us improving our quality education and sustenance as well.

5.4.2 – No. of enrolled Alumni:

384

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

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. institute also believes in participative management, so the college has various committee that includes teachers and students both. Every event of the college is jointly organized and celebrated by teachers and students with great zeal under the active supervision and support of the principal. And management also extend their full support in all the activity of the college pertaining to the development. 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 through strict discipline at graduate and post-graduate levels along with sincere, timely evaluation work to ensure timely publication of results. This year Due to Pandemic, Exams are postponed and taken on online mode. Examination committee has successfully functioned online exams for the betterment of the students. Faculties are assigned duties to accomplish their targets through time-table committee for prompt and regular classes. Online works, classes, are being started conducted. The principal assigns duties and responsibilities to the administrative and office staff. Library committee manages the library, its infrastructure, books, and other important services. Students borrow books for their academic pursuits and needy students are extended facility of keeping books for a longer period. 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 and encourages sports participation in competition at college, university, state and national level. Discipline and safety is our prime focus, and everyone in the college abide to keep discipline and safety of our ROFELITES. It ensures congenial ambience to the differently able students also. The college encourages participation in extra-curricular and co-curricular activities in tune with academic calendar. Counseling of students is conducted through guest lectures and other cells of the college like grievance redressal cell, women cell, and anti-ragging cells. College is kept clean and green, tree plantation is carried out by the N.S.S students. Other agencies also come forward to help these activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	Teaching plans and Academic calender are made. various methods such as group discussion, case study, field work, MCQ base test, online education, ICT base teaching, learning is adopted. advance learners and slow learners are identified and slow learners are given opportunity to improve through extra class, advance learners help them in

learning. Industrial visit is arranged for first hand experience. 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 for Distance learning.

Library, ICT and Physical Infrastructure / Instrumentation

Our Library is equipped well with more than 24000 books and journals reference books and rare books. Books are available course wise, subject wise syllabus wise and semester wise in a particular labelled Cupboard. Sitting arrangement for students is available so that they can refer reference books while writing Library Assignment. More than 160 students can sit together in a library. Books bank for Socially Economically Backward Class Students. We have 54 Computers in Computer Lab and language Lab that is actively used for online exams like SCOPE, BULATS, and Practice of IELTS etc. All Classroom are converted into smart class with projectors. Water cooler, Clean Classroom, Bathroom, Washroom is available. Facility for handicapped students is available. Girls Common Room with Sanitary Napkin Vending Machine is active. Canteen, Gymkhana, Sports grand is in hand. Providing NAMO Wi-Fi to our Students. Under Government of Gujarat Scheme Free Tablet is distributed to first year students. Institute is equipped with Internet Connection.

Admission of Students

For first year B.Com, MA and M.com, Admission process is online and centralized through university only. Institute provides them help in filling up online forms, while senior students help them in completing other formalities. students are given proper knowledge of admission process. college established help centre for a short time for filling online forms. In other program admission is on purely merit base. reservation policy is followed.

Examination and Evaluation

Examination Committee conducts Internal Examination to check students knowledge and gaining ability in each semester , external exam is taken by university. Internal marks pattern is structured for students in form of

Library Assignment ,Projects , PPT Slide, Case Study, Report Writing, Charts , Company markets and outcomes. Regular Evaluation through Question Answer session, through test is done to check the progress of the student and remedial is provided to those who is in need. faculties extend all possible help to students in their learning even through WHATS app Group too. Answer books of internal are shown to students and parents as well.

Industry Interaction / Collaboration

Industrial Visit, field work, campus visit is arranged for first hand experience to the students. students learn the business culture, import-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.

Research and Development

our institute periodically arranges, Seminar, Workshop etc. some of the faculties are doing Phd. Faculties are motivated to attend FDP, Refresher Course, Orientaation Program and also provided with Financial Assist for the same. Faculties are publishing their research papers at regularly in UGC recognized journals and also motivated by the principal for doing more research. five of our faculties are having Ph.D Guidship too, under them many reserach scholar are shaping their career. Students are give research project to work in PG Department ,so they can go for higher study in near future

Curriculum Development

Making a systematic plan of semester wise syllabus , keeping eye on the learning outcomes. Providing reference books examples for better outcomes. Along with university syllabus , different exams like SCOPE , BULATS , Sanskrit Gaurav Kasoti, Online exams are initiated for language development of students. Providing them guest lectures on skill development that includes how to face interview , CV Writing , Body Language, presentation Skill, confidence Building etc. Apart from this Co-curricular and Extra Curricular is also given the focus. Case study, Quiz, MCQ test enhance the performance of the learners.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	Activities such as in office work are transferred through digital platform email. Tally and KOHA software are used for maintaining financial records and library data respectively.
Finance and Accounts	Financial Data are maintained in Tally software. Auditing is done periodically and mainly through computers by the CA appointed by the management.
Student Admission and Support	Admission of Commerce (B.Com, M.Com, MA) students is done through online process. university has made it compulsory for colleges to take online admission. Details of process is displayed on website of college.
Examination	Result are displayed on website. Internal marks are uploaded on website of colleges and weblink of university result is provided during External exam result.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Prof. P.A. Bhanvadia	NCC Conference held at Rajpipla	NCC, Rajpipla	2000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development	Number of teachers who attended	From Date	To date	Duration
---------------------------------------	---------------------------------	-----------	---------	----------

programme				
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
20	1	6	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Hygiene, Water Cooler, Locker Facilities, Maternity Leave, increament, Apriciations and incentives, employee insurance etc.	Hygiene, Water Cooler, Locker Facilities, Maternity Leave, Festival Bonus, Medical Leave, Employee Insurance, Casual Leaves, Appreciation, Financial support to Supporting staff etc.	scholarship and freeship, 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..

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
00	0	00
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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External	Internal
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	Yes/No	Agency	Yes/No	Authority
Academic	Yes	KCG, Gujarat	Yes	KCG, Gujarat
Administrative	Yes	KCG, Gujarat	Yes	KCG, Gujarat

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

N/A

6.5.3 – Development programmes for support staff (at least three)

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.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Our institute has entered in third cycle of NAAC in the year 2018-19, Due to Pendency, the grade is yet to come. Our institute was awarded B grade by NAAC in the year 2007 and re-accredited B grade in 2014. Few recommendation for academic and infrastructural needs were made. The institute tried our level best to improvise. 1. FINISHING SCHOOL Project for Life Skill Development of the students has been introduced. 2. Placement and interviews are conducted for first-hand experience to our students. for Providing Job Opportunities to students of various Institute is organized by UDISHA Club. 3. Certificate course like GST, Tally are introduced. 4. Self defence training program is conducted for girls. 5. Value added courses like Beauty and culinary is conducted for girls. 6. MAA foundation under its flagship Program lakshya trained students for job placement. MOU is signed. 7. Alumni association has been formed and actively taking part in colleges activity. 8. Faculties are actively taking part in FDP, Refreshers, Seminars and workshops etc. 9. E-Journals, magazines, KOHA Software and N-LIST in library up gradation. 10. Digital learning through online test, video lectures are introduced and more computers are added in lab. Online classes, attendance, Library assignment are initiated online.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	CPT and BULATS exam under SCOPE English learning certificate course	17/07/2019	05/08/2019	20/08/2019	123
2019	Sanskrit Gaurav Pariksha	17/07/2019	14/12/2019	14/12/2019	115

2019	Finishing School Batch one	17/07/2019	05/08/2019	15/08/2019	49
2020	SSR for Third Cycle has been successfully submitted	17/07/2019	05/03/2020	05/03/2020	21
2019	Registartion to Lakshya Project MAA FOUNADTION -A motivation	17/07/2019	18/07/2019	18/07/2019	138
2020	A talk on Female health	17/07/2019	11/03/2020	11/03/2020	52
2020	Industrial Visit	17/07/2019	22/01/2020	22/01/2020	39

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
self defense	23/01/2020	10/02/2020	127	Nill
image building by Neha Hariyani	24/01/2020	24/01/2020	46	32
Mahila Shasaktikaran Pakhvadiya celebration	05/08/2019	20/08/2019	400	Nill
To felicitate 10 females of Namdha village who are master in their work	06/08/2019	06/08/2019	90	Nill
A talk on female Rights by Nisha Parekh	10/08/2019	10/08/2019	100	Nill
Nari ko Adhikar do	12/08/2019	12/08/2019	70	Nill
A lecture on Sanitary napkins awareness	17/12/2019	17/12/2019	126	Nill

A talk on female health	11/03/2020	11/03/2020	52	Nil
Motivational Speech ASTITVA	03/02/2020	03/02/2020	31	36
Self confidence and presentation skill	28/08/2019	28/08/2019	41	33
Dressing Etiquette	31/12/2019	31/12/2019	25	24
Seminar on life skills by Dipesh Shah	24/07/2019	24/07/2019	47	40
Inter college Quiz and Mr. and Miss Vapi contest	16/02/2020	16/02/2020	12	Nil
A talk on social awareness on HIV AIDS by Ms. Premilaben vasava	31/01/2020	31/01/2020	63	40
Awareness program on Nasha Mukti	29/06/2019	29/06/2019	49	33
campus ambassador	27/08/2019	27/08/2019	1	1
Thelesemmia Check up	21/01/2020	21/01/2020	50	51

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

22.48 percent Annual power requirement of the Institute.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	1
Physical facilities	Yes	1
Special skill development for differently abled students	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address	Number of initiatives taken to	Date	Duration	Name of initiative	Issues addressed	Number of participating students
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	locational advantages and disadvantages	engage with and contribute to local community					and staff
2019	1	1	21/06/2019	1	Yoga Day celebration	Health awareness	118
2019	1	1	27/06/2019	1	7th Economic Survey	Social Cause	127
2019	1	1	02/10/2019	1	A talk on Gandhis life by Gafurbhai Bilakhiya	Social cause	100
2020	1	1	07/02/2020	1	Art of living	health and mind	49
2019	1	1	06/08/2019	1	Felicitating female worker of Namdha Village	Women empowerment	100
2019	1	1	17/12/2019	1	Women development lecture	Women empowerment	126
2019	1	1	26/07/2019	1	Kargil Day celebration	Social and National	102
2020	1	1	23/02/2020	1	Cyclothone by Rotary Club of Vapi	Social	61
2020	1	1	12/01/2020	1	Marathon by Roratory club of Vapi for Girl Education	Social	36

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Darpan college Magazine	17/07/2019	ETHICAL CODE OF CONDUCT FOR ALL THE STAKEHOLDERS.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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celebrating College Establishment Day	17/07/2019	17/07/2019	90
celebrating Gandhi Jayanti	02/10/2019	02/10/2019	150
Teachers Day Celebration	05/09/2019	05/09/2019	50
Netaji Shubhashchandra Bose Jayanti celebration	01/02/2020	01/02/2020	125
celebration of Gita Jaynti and sanskrit day	16/10/2019	16/10/2019	45
Developing inner strength through spirituality by Brahmakumari	10/08/2019	10/08/2019	100
Patriotic song competition	04/09/2019	04/09/2019	12
Celebrating Independence Day and Republic Day	15/08/2019	26/01/2020	300
Akhil Hind Andhjan dhvaj din celebration	14/09/2019	14/09/2019	Nil
Namami Devi Narmade Plastic free campaign	17/07/2019	17/07/2019	65
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. "Clean and Green Environment" is the motto of the Institute. Waste Management System, "Water Harvesting System, Solar Light are installed to save energy. with the help of Vapi Municipality, our institute dispose the waste. Tree Plantation is our regular Project with Vapi Municipality, Rotary Club of Vapi and INNERWHEEL CLUB of Vapi. Our NSS and NCC Volunteers take maximum responsibility of taking care of the environment, taking care of plants. Waste Water of RO plant is redirected to garden to save water and keep the environment green. 2. NO Plastic Campaign: with the help of INNER WHEEL Club of Vapi, our NSS volunteers has made 3500 paper bags and distributed it to the Vapi town shopkeeper to make them aware of hazardous effect of the plastic. many competitions such as poem writings, essay writing are being held on the same topic. our students take care of keeping our campus plastic free and green. also our volunteers did door to door survey for cleanliness drive and no plastic. 3. COMPOST PIT: has been made to take most of the advantages of the environment. students are given knowledge of the fertilizer and its advantages. 4. swachchhata Campaign 2.0: our volunteers visited 123 houses make them aware of dry and wet garbage. in addition to that volunteers teach them process of fertilizers from the wet garbage.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best practice: Title of practice: "Yes! Women Can" OBJECTIVE OF THE PRACTICE: Discrimination of women is rampant in almost all walks of life. Proper education plays an instrumental role in transforming the society to meet the challenges of fast changing world. Getting women educated as well as empowered for the betterment of society. Our institute has a distinctive vision for women education right from its establishment. Many of the families were not allowing their girls to go distant places for education. To resolve this issue, ROFEL Trust embarked on its noble vision to empower and enhance the status of girls. Our institute has given a platform to those girls who aspire to have higher education at their home town. Since long Rofel provides an opportunity to shape their career and give them confidence of 'YES! Women Can' instead of "Women May". Since its inception ratio of the girl students has been increasing every year and they are coming from nearby 80 villages. Our institute has more than 60 girl students. Our college has been making all-out effort to accomplish this goal among the students by enlightening the following values: Raise the confidence level of the girl students She should be aware of her status in all spheres. She must realize her capacity to resolve problems. She should be able to understand through knowledge and experience for a gender-neutral society. : Economic disparity, dependence and deprived of availing opportunities to get them educated have reduced women to a secondary role. Over the years they have been victims to socially retrogressive practices like dowry, Illiteracy, female foeticide, child marriage, domestic violence, sexual harassment at workplace etc. Illiteracy is central to all these problems. Hence, empowering women through education and skill development can only bring them at par with men. The society must realize the potential of women, who can be an asset to the family and the society at large. Still women lag behind in many areas and it calls for an awareness of their potential, legal rights, social economic status to overcome gender discrimination. THE PRACTICE: Hard realities mock at the helplessness of women. They were unequal in property right, education and choice of work. Slowly situation is looking up and women's liberation is playing a vital role in emancipating them from the shackle of dark days. Of late, series of measures and legal right have been taken by the successive governments. Women have made their presence strongly felt in all fields. Still bold steps are needed to uplift women to a desirable, respectful height. In order to achieve these Objectives College- Women Cell under the dynamic guidance of lady principal has carried out following activities: Certificate courses of Beauty care Cooking (by Shaktimanch), self-defense are regularly held to make them self-employed. Since long our institute organizes Mehendi and hair style competition for girl students. These activities provide our girl students an opportunity to get self-employed. Brilliant presentation of Garba and Dance at college and inter college level, achieving presentation skill to kill stage fear and also developing team spirit. Poster presentation, slogan, Elocution and essay writing on various women issues bring out their creativity and public speaking confidence. Larger participation of girl in every activities. Organized guest lecture and talk for various legal, health career related prospects. We celebrate women's day by various activities including Blood donation camp. Overall development through active participation in NSS, NCC activities. air style HIGHER EDUCATION AND ROLE OF WOMEN In contemporary world women encounter number of issues and challenges in all walks of life. The central concern is to establish a gender neutral society. Title of the practice: "Plastic and pollution free clean campus" On the occasion of the 150th birth anniversary of Mahatma Gandhi, India also banned single use plastic items on 2nd October, 2019 including plastic bags, straws, cups, plates, small bottles and certain types of sachets. Our college has been making all possible efforts for the last 5 year to educate students to become aware of plastic waste, pollution and hazard to the ecosystem. All the students and other stakeholder must be aware of plastic pollution. They must know ways and means of facing and resolving this problem. They must develop attitude to cope up

with this challenges. They must have proper understanding of this menace and how to propagate the idea of meeting this potent problem. Students should start from self-first. 1. Plastic pollution is the accumulation of plastic objects and particles (plastic bottles, bags) in the earth's environment that adversely affects wildlife, habitat environment and human beings. So, college has realized the grave consequences of plastic and environmental pollution. Innovations around singleuse packaging are a necessary component of achievement of a "Green campus". THE PRACTICE: The college has been striving hard to achieve this goal through following activities: Debates, essay, poster making competition on important occasions to focus on cleanliness, pollution-free campus, say no plastic and establish eco-friendly environment, heavy plantations. Campaign for plasticfree campus. Our students prepare paper bag from the old newspapers and distribute those handmade paper bag to retailers of Vapi. With the help of INNER WHEEL CLUB OF VAPI, students prepare cloth bag and distributed it for social welfare. With the support of GIANTS GROUP OF VAPI, our students undertake beach cleaning drive. NSS volunteer also did a rally for no plastic. With the help of Vapi municipality, our Volunteers did Door to door campaign for no plastic awareness, appreciated vendors who are not using plastic bags. Visiting villages -Namdha, Kaparada, Manekpur, Kalai, and Balitha and adjoining areas to spread the message of "no single-use plastic" and save the environment through "green" initiatives. Compost pit making Training Guest lectures on environment related issues. To make students aware of our environment, we teach 'Environmental studies' as a compulsory subject in first year. Students take oath for 'Cleanliness' and 'say no plastic' on the day of Gandhi Jayanti Celebration. Our students did unique survey of 'Tree census' and 'Traffic survey' Smt. Vijayaben Patel, from INNER WHEEL CLUB OF VAPI gave training to our NSS volunteers for making paper bag from newspapers. The striking feature of this training was distribution of 520 paper bags among the different shops of Vapi town. It's our regular practice for last 4 years. A definite step towards plastic alternatives and innovation. We have taken the project of municipality SWACHHATA summer internship 2.0, in which visited cleanliness dry, Dry and wet garbage, wet garbage fertilizer mechanism is main focus. We also have compost pit.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

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

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

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. Enhancing the access to higher education internal area. Implementation of the Institutional Development Plan to make education more approachable to the different Sectors of the Society. 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. This Plan will also enrich the Infrastructural Educational Resources in the Institution. Strategies have been Planned for Building new Educational Blocks, Well Equipped Central Library and Computerized Computer Center. Proposal to start new Course to enhance Employability Percentage. Our Plan emphasize need of the Teaching Faculty to achieve the Goals. To modernize Infrastructure Facility. our mission is to make our students more responsible citizen of India, it 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 such as class test, GK test, Quiz, Online test, MCQ, Group discussion, case study enhanced the performance of the students. Student centric teaching learning make the environment more knowledgeable and aspirant.

Provide the weblink of the institution

<https://studio.youtube.com/channel/UC9RedZ1h94KOseG5qwSZyzw/videos/upload?filter=%5B%5D&sort=%7B%22columnType%22%3A%22date%22%2C%22sortOrder%22%3A%22DESCENDING%22%7D>

8.Future Plans of Actions for Next Academic Year

Action plan: A) Improving Employability of our learners, For this we make full efforts to provide the student with certain additional skills that will help them to obtain some extra qualifications by which the chances of students getting employed will increase. We have started classes on NET/GSET classes for the students to increase their skills to crack competitive exams. Career counselling is done. Various horizons are given to them for understanding various career development fields. Following Programme is planned for this purpose.: 1) Some Industrial Organization, Environmental Consultancies and NGOs will be invited in the Institution to aware the students regarding Job Opportunities in these Sectors. 2) By encouraging Students to learn Computer Handling very well, which is essential for the Jobs. As well as providing necessary knowledge regarding Computer by Inviting Experts of this Field. How to face interview, body language, confidence building is at prime corner. 3) Institution has plan to try its best to make Students Conscious of the Job Opportunities in their respective subjects preferably by some experts of the Various Fields. 4) Institute to commence classes on NET/GSET classes for the students to increase their skills to crack competitive exams. B) Increased Learning Outcomes of the Students All possible efforts will be made to bring out the talent of the students in the best possible way. For the betterment of the Society, efforts will be made to connect the students to the society by increased Social Interactions. Apart from this we will ensure that the students are not confined to bookish knowledge only and they should possess the capacity and capability to implement their Knowledge at the Social Level. Since it is a Grant in Aid Institution which is bank upon government for the Financial Aids.