



YEARLY STATUS REPORT - 2020-2021

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. O. Box NO. 67, VAPI (w) 396191
• 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																								
• Name of the IQAC Coordinator	Dr. M.U. DARU																								
• Phone No.	02602462152																								
• Alternate phone No.																									
• Mobile	9327719753																								
• IQAC e-mail address	mudaru9@gmail.com																								
• Alternate Email address	desaihemalir1@gmail.com																								
3. Website address (Web link of the AQAR (Previous Academic Year))	https://rofelacc.org/home/aqar																								
4. Whether Academic Calendar prepared during the year?	Yes																								
• if yes, whether it is uploaded in the Institutional website Web link:	https://rofelacc.org/home/academicsCalender																								
5. Accreditation Details																									
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>71.10</td> <td>2007</td> <td>31/03/2007</td> <td>31/03/2012</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.30</td> <td>2014</td> <td>24/09/2014</td> <td>24/09/2019</td> </tr> <tr> <td>Cycle 3</td> <td>B+</td> <td>2.69</td> <td>2021</td> <td>02/02/2021</td> <td>01/02/2026</td> </tr> </tbody> </table>	Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B	71.10	2007	31/03/2007	31/03/2012	Cycle 2	B	2.30	2014	24/09/2014	24/09/2019	Cycle 3	B+	2.69	2021	02/02/2021	01/02/2026	
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Cycle 3	B+	2.69	2021	02/02/2021	01/02/2026																				
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
ROFEL ARTS & COMMERCE COLLEGE	FINISHING SCHOOL	KCG	2020	125000
ROFEL ARTS & COMMERCE COLLEGE	DEDF	KCG	2020	50000

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year

1

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

Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report

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)

Peer Team visit for 3rd Cycle and College awarded by B+ grade with 2.69 CGPA

College participate GSIRF and awarded 3 star with 2.02 CGPA. 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.

Got approval of Two Skill course from UGC. i.e. (1) Beauty and Wellness (2) GST and TALLY

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

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
Certificate Courses like GST and Tally, Beauty care and wellness	Institute Got UGC Approve to run the course
Webinars and online teaching to keep the inspiration within the learners during COVID.	Institute has conducted various webinars and online teaching through MS Teams, Whats app Group, You tube channels
Participating in GSIRF, NIRF, ARIIA to avail further development of the institute	Institute has gained participation certificate and gained 3 starts in GSIRF.
Placement process	Online platform is arranged to teach learners how to face online/ offline interview

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC	11/02/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
AISHE	11/02/2022

Extended Profile

1. Programme

1.1 Number of courses offered by the institution across all programs during the year	188
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File Description	Documents
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Data Template	View File
2.Student	
2.1 Number of students during the year	1681
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1120
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	510
File Description	Documents
Data Template	No File Uploaded
3.Academic	
3.1 Number of full time teachers during the year	20
File Description	Documents
Data Template	View File
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)	00
4.3	74

Total number of computers on campus for academic purposes	
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Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

As an Affiliated institute, Curriculum, Academic Calendar, Content of Syllabus that is prescribed by the respective is effectively adopted Institute. Academic calendars and teaching plans are uploaded on inst websites.

IQAC Monitors the roadmap of the teaching plans, academic calendar, v student centric methods for effective and successful result. IQAC Clc monitors the teaching learning process.

As Due to Pandemic, this year education turns up totally on digital n Faculties ensures teaching learning with ICT use and various methods Tube Link, online classes, Whats App group learning.

Government of Gujarat has given the software namely MICROSOFT TEAMS, which faculties are taking online mode classes, sharing PPTs, Assignm MCQs etc. Attendance is marked accordingly.

Daily attendance of Faculties taking online classes, students' preser submitted to Government portal. This year, college has taken online M based internal examination. Mentors are still actively working and sc Students' academic, psychological or economic problems as per their l Various Co-curricular activities are conducted on online platforms. 2 Faculties have taken online Assignments. Various awareness programs a conducted on CORONA. Faculties extend their support through Whatsapp learning. Plans of NSS/NCC Events are also documented. Notice being p from every class whenever any activity is being organized. All the in notice of the university and college are uploaded in Whats app group college website for student's knowledge, so that they cannot miss out opportunity of their learning process.

Also all the detailed notices are uploaded on college website. Examir Committee has ensure the safety during offline examination of final y students. Every day the whole institute is being sanitized for studer safety. Various online webinars are being arranged by University. Our NCC volunteers along with faculty members have attended to add more knowledge during this tough time. Our institute has arranged a few we for students' benefits.

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

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

CIE: future building is possible through the noble cause of teaching. Evaluation is a step ahead to improvement and development that leads knowledge that is undercover. Internal evaluation shows the growth of learner and it also throws light on what lacks and what needs at a pe teaching and learners. The prime corner is 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 schedule and Evaluation Process of our respective University. Academic calendar has been given by the university and as per that academic ca college prepares its own calendar. This year due to pandemic, exams a being shifted to one month to another, but when possible university h taken online exams. Internal evaluation is done through online mode, test, Whats group chat, and online assignment. Group discussion is undertaken during MS Teams teaching mode. Various webinars are arrang more knowledge enhancement

Our Institute follows the Choice Base Credit System of University. It two components (Internal & External Evaluation). The ratio of weights 30 % internal evaluation and 70 % semester end examination which is conducted by the university. The College adopts its own CCE method. N promotion is given to first and second year students.

Equal weightage is given to library assignment, attendance, past paper solution etc. CV writing is compulsory assignment students. College a multipurpose systems of group discussion, questionnaire, question- ar session, online test, online Viva Voce, Multiple choice questions etc Although pandemic, Feed Backs are taken from various students for fun improvements. Faculties use ICT, prepare PPT, shares YouTube links, v etc.

IQAC keeps close eyes on the evaluation process and the methodologies followed. Strict online attendance, poor performance due to regularly irregularity is communicated to parents. Areas of strength and weakne the students is evaluated through online platform. It also enables th teachers to realize if the goal of learning have been achieved.

Since the College is affiliated to VNSGU, Surat, it follows the rules regulations and schedule of the university that is given by the respe university well in advance. Academic performance is assessed through conduct of examination. Pandemic changed the scenario. All the detail the college, Exam, activities are informed to students through prospe Notice boards, and through website of college and university as well, this year through Whats app group learning. All the notices are uploa into the group and college website.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum

A. All of the above

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

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

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	No File Uplo
Minutes of relevant Academic Council/ BOS meetings	No File Uplo
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 required for year: (As per Data Template)

1

File Description	Document
Any additional information	View
Brochure or any other document relating to Add on /Certificate programs	View
List of Add on /Certificate programs (Data Template)	View

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

87

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

1.3 - Curriculum Enrichment

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

College is affiliated to VNSGU, Surat so it follows university-prescribed curriculum.

GENDER: Women Development Cell, Anti - ragging cell, play a vital role bringing about Gender Equality among students through personal counselling and organization of lectures by expert in this area.

Internal Complaint Cell keeps on counselling students to prevent such medical experts and legal experts deliver valuable knowledge on women related issues. This year many webinars are done by our respective university on women issues on the occasion of International Women's Day. Students along with faculties attended the webinars.

Every year our institute conducts skill based courses like culinary, care and self -defence under women cell. This year due to lock down, safety purpose, we have not conducted the courses, but online guidance provided to our learners. Students also learn gender equality and respect each gender through a course Population Education introduced by university.

ENVIRONMENT AND SUSTAINABILITY : students are taught and trained for environmental issues like global warming, pollution, climate change, degradation of soil, loss of biodiversity and ecological importance. a compulsory course in Environment, students are taught on various environmental aspects and sustainability. NSS works through its various activities like tree plantation, "Swachhha Bharat Internship", visit place for manure preparation based on solid waste management. Emphasis laid on "Rain harvesting Awareness" and "Cleanliness." We also initiated compost pit to prevent and use best of our environment. (Online Plantation, Selfie with Parinda (water facility for birds), online Swachhata program is initiated.)

On 14/12/2020 a webinar was conducted under SWACHHTA PAKHAWADA, 54 students have participated including NCC cadets. The webinar began with 7R's waste management followed by opportunity in waste management in sugar industry and traditional way of waste management.

HUMAN VALUES: first year session, principal and senior faculties address students to make them understand the vision and environment of college. Emphasis is laid on the importance of discipline in life. They are advised to observe core values like truth, righteousness and healthy achievement goal. NSS Programme Officers help students to multiple activities pertaining to cyber crime awareness, fund raising for various natural calamities for the Blinds. Spirit of patriotism is inculcated by celebrating 15th August, 26th January, birth anniversaries of great national leaders and as tribute on death anniversaries through competitions and motivational lectures.

YOGA and PRAYER: To follow our tradition and to learn our rich culture university has introduced courses in history, psychology and our ancient language Sanskrit. Students learn human values and ethics through Ram Vedas, Upnishadas, and Bhagwat Geeta as prescribed in their syllabus.

PROFESSIONAL ETHICS are instilled among the students through various activities for "Soft Skill Development" under UDISHA Club (Placement "Lakshya" Project and "Finishing school" provide training to the student for soft skills. Online Guest lectures/workshops are organized for soft skill development, personality development, mind power etc. Placement cells organize interview skills programme. guest lectures are organized frequently on virtual platform.

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.	

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
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

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

116

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

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/f
Action taken report of the Institution on feedback report as stated in the minutes of the Governing	No File Uploaded

Council, Syndicate, Board of Management	
Any additional information	No File Uploaded

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

B. Feedback collected, analyze action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
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

2.1.1.1 - Number of students admitted during the year

1681

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

1185

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

2.2 - Catering to Student Diversity

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

"Teachers not only teach , but also they provide the conditions to learn"

Our faculties extend their best help to our learners through various methods such as online group discussion, whats app group teaching, MS team teaching, learning process etc. this year as we all are suffering from pandemic Virtual learning becomes the part of everyone's life. Virtual platform provides an opportunity to learn even in critical conditions and it connects everyone. learning is never ending process, and our faculties even students adopted this online sessions.

every year, slow learners and advance learners are being identified in class and faculties motivate them for better learning. Advance learners providing their help to their classmates who are a little slow in grasping

for second and third year our faculties are aware enough who are advance learners and who are slow learners, so they assign various projects according to their learning level. online assignments are given. extra classes are arranged. various YouTube links, Bi-sag (sandhan of Gujarat Govt.) are provided with understanding to grasp more knowledge of the subjects. webinars are arranged by university in which faculties and students also took part to understand the concept.

For first year students, beginning their college life online is quite unexpected in their way, but the learners have well coped up with the learning, they actively participated in learning process. various question answer sessions are organised by faculties during their class. YouTube links are provided. Sandhan Link is given. online test are taken periodically, through which faculties came to know about slow learners to inspire them. Reading Materials are provided by the faculties. previous years papers are solved online. Assignment are compulsory for them. During Pandemic is going on, PG students did field work, keeping in mind the safety of theirs. They strictly followed the COVID SOP as per the guidance of faculties.

although less, but various subject related guest lectures are arranged to give our learners to get better experience of learning (faculty Exchange). slow and Advance learners are provided with an opportunity to take an active part in all the college related activities that is helpful in their overall development. finishing school is one of them.

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

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

Number of Students	Number of Teachers
1681	21

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

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

Participated Learning: In order to involve students in the learning process, two-way teaching-learning method are used: 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. It is conducted

monitored by a coordinator and students. Students are encouraged to put their literary work like poem, article, essay in college magazine "I

"Together we can"- our students proved with every activity, especially bag making training and distributed to the surrounding community to save plastic. this year our NCC cadets and NSS volunteers have prepared hand mask and distributed in their village.

Language lab encourages communication skill classes to make them oral competent. Our knowledge hub has provided a good platform to us during pandemic to organise various online talks.

Students make all out participation in theme-based poster, charts presentations, assignments and project. Students are motivated to carry out activities like easy writing, elocution, etc both inside and outside to boost up their confidence level and improvise their presentation & communication skill. All these activities done through at home experience for their experience, online interviews are conducted.

EX EXPERIENTIAL LEARNING

Field visits: Cleaning of their own village, make them understand the and wet garbage drive is initiated by NSS. Keeping in mind the SOP of 19. Various Quiz on different subjects like English, COVID, Accounts, Banking, Sports are conducted for their better understanding.

online Group discussion, QUIZ, Debates, elocution, music competition, activities, saptadhara all give opportunities to them for hands on experience.

. TECH TECHNO - SAVVY APPROACH Optimal use of LCD, LED, smart board & with audio-visual facilities. this year maximum use of technology is undertaken. most of the teaching learning and even other activities are through the help of technology.

interpersonal communication through whatsapp and MS TEAM provided best opportunity to connect with our ROFELITES.

This year due to Corona, we couldn't make it possible to arrange SCOP english learning, although students are quite interested, it was cancelled by the organising institute. Certificate and value-added courses are available for the students to keep them updated in skill based academic pursuit, which is our regular programs but couldn't be conducted.

Frequent classes by experts, UDISHA club, MAA foundation, Finishing & program are organized for personality development. It helps them enhance their quality for employability. Online examination is also taken for knowledge up gradation.

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

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

Technology can never replace a teacher, but a teacher using technology 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 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 use 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 given and students are learning proactively in that. faculties share screen, PPT, Blackboard work through this and make learning more interactive.

online webinars also conducted through Zoom, google meet, and MS Team for more knowledge enhancement. WhatsApp group, YouTube links are the another use of ICT base learning. Many faculties use projectors, share the screen make learning effective. Grammar, Accounts are taught through Blackboard screen sharing options.

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 Upload

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

2.3.3.1 - Number of mentors

21

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

2.4 - Teacher Profile and Quality

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

21

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality /

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.Litt. during the year**

11

File Description	D
Any additional information	
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)	

2.4.3 - Number of years of teaching experience of full time teachers in the same institut for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

523

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

2.5 - Evaluation Process and Reforms**2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency an Write description within 200 words.**

Our institute is not believing in mere testing, but the overall devel of our learners. We ensure that learning should not over burden our learners, so continuous evaluation is through internal exam, assignme other class test, MCQ test provide students a platform to be well pre for university examination.

Following steps are taken: As per the academic calendar, institute pr continuous evaluation schedule. It makes students to plan well in adv and become more confident.

College always emphasizes transparency in assessment, communication a periodical reforms: Principal constitutes examination committee. Prior along with Examination committee frames a schedule for the examinatio internal exam, Additional exam and also conduct university exam as pe given program.

Subject teacher communicates the pattern of internal assessment to th students. The examination committee plans the time table, seating arrangements well in advance to be displayed on the notice board for benefits of the students. Invigilation Chart is prepared by examinatio committee. Code of Conduct is displayed. Invigilator informed student reading these code of conduct before the exam starts. Before questio is set, a detailed design is evolved indicating the weightage to be c the particular areas of the content, types of questions to be asked.

setters are instructed to adhere strictly to the patterns and weights per university rules and regulations.

Strict discipline is maintained and use of unfair means is strictly prohibited. Teachers are assigned evaluation work to be done within a stipulated time and show their answer books in the class. If any student find any error, they can meet principal and get them rectified. To prevent consolidated internal mark-sheets, principal forms a class wise committee. Principal verifies those mark sheets and displayed on notice board and website as well. After the evaluation of internal examination papers, students may seek suggestions and guidance from the teachers. It has positive impact on the students. Invigilators keep alert eyes on the examinees and principal monitors them through CCTV cameras.

Writer are allowed for the injured, sick students. College adopts only test for SCOPE, banking sectors, online essay writing, Examinations and Seminars, projects, Assignments, Presentations, Viva, MCQS, G.K tests Elocution etc.

Commerce: case studies

M.A: term papers, survey and projects.

English: LSRW Skills and classroom tests. All these above activities internal assessment provide strength to student's Acquisition of know and boost confidence to develop communication, presentation and creat

All these are regularly done while these year Due to Covid, Mass pro is given to first and second year students while Third year students given MCQ base test . University has designed Exam App, which can be downloaded and after that each students is given ID and password, through which they can login and give exam. students are closely monitored by CCTV of University that is built under their software.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

As the college is affiliated to Veer Narmad south Gujarat University, we follow the mechanism to deal with the examination related grievance formed by the university. After the declaration of the university results students make grievances at the examination controller. In this respect of college is limited.

College does have effective mechanism for redressal of grievances with reference to evaluation at the college. It maintains transparent approach the entire evaluation process. College strictly adheres to timely conduct examination, declaration of results and prompt corrective step in the of emergency situation.

If any examinee who is caught red-handed in taking recourse to unfair liable to be expelled from the paper in which he/she is giving exam

His case is referred to the university and expelled candidates are re-allowed to appear before the "university fact committee" for redressed, heard 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. University displays notice in this regard on its official website and respective college also gets circulated. Student has to apply within a stipulated time period. University and its administration extend all possible help and assistance in this regard regarding procedure, fee and time-period. Any change in marks after reevaluation is quickly redressed and new corrected mark list is issued to the student by the university.

COLLEGE LEVEL At college level internal examination is conducted as per university rules and evaluation is done as per schedule. After evaluation, the 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 to voice their grievances and matter is resolved with transparency. The students have the right to represent any other evaluation related grievance like questions from out of syllabus to the principal for consideration.

Principal on receiving such complaints and verifies the content before referring it to the university for necessary action. After all the grievances are resolved, corrected mark statement is issued to the student. Malpractices, use of unfair means if any student is caught in taking recourse to, Superintendent of examination takes necessary action. Student has to pass in minimum number of subjects otherwise his case is treated as "withdrawn" from university examination. University has earmarked 5% marks for attendance, so students are required to compulsorily attend classes, completing library assignments, attending both the internal examination and MCQ tests. Attendance plays a crucial role while finalizing the result.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://rofelacc.org/assets/docs/committe

2.6 - Student Performance and Learning Outcomes

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

The Main objective of teaching-learning is to enable students to imbibe the elements of quality and standards for optimal performance. Various outcomes are very crucial to learner-based, studentscentric 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 outcomes 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 on website. . All these trainings enable teachers to develop their own strategies to improve classroom teaching and ensure learning process for better outcomes. Our faculties also participate in FDP, orientation, workshops, seminars at various colleges, gain knowledge, new perceptions related to 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 outcomes 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_o
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 institute

The institute continuously makes efforts to make the students aware of learning outcomes through the prospectus and the core values on the notice board & website since the beginning of the semester. We prompt our students to regularly visit our college website.

POs, PSOs and COs: Evaluation Right from the commencement of academic session principal and teachers acquaint the students with the learning outcomes through orientation and introductory address. This year we conducted online orientation and make them understand the program's benefits.

IQAC, management, faculties and the principal closely assess these outcomes and make sincere effort to put in practice in following ways:

Teaching Learning Process : Majority of teachers adopt student - centred teaching methodology, constant interaction, feedback from stakeholders, 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 the self-assessment.

Group Discussion & Case Studies: Group discussion on content based topics are assigned to the students regularly to evaluate their growth in skills, knowledge and commitment across the program of study.

Faculties use case studies to enable students learn analytically.

Institute periodically undertakes industrial and educational visits of students to get first-hand experience. (No visit this year)

Examination & Progress: Examination is conducted as per university schedule. Semester examination, library work and field surveys are conducted to

evaluate the performance of the students. Even Class Tests, MCQs are designed to make students more leaning oriented and analytical.

Yoga, Sports, NSS, NCC, Finishing school, SAPTDHARA, UDISHA (Placemer these extra platforms are giving many more opportunity to our student grow personally, and institute ensures the holistic development of th learners through these wings. Petrsonality development, career develc Mental health, entrepreneurship, ethical values are the goals we have 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_outc

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 dur year

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

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution 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 p endowments in the institution during the year (INR in Lakhs)

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

00

File Description	Documents
Any additional information	No Fi Uploa

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

3.1.2 - Number of 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

0

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. institution has always been optimistic in creating, encouraging and innovative academic atmosphere for all. We encourage burden less and based education with the aim of creating research habit within our le Institute has a functional research committee, that has organized sta level workshops on 'How to write research paper' and 'Writing Skill' five years.

To inculcate the habit of research, we undertake field visit for PG s and Industrial visit for UG students. Institute has adequate infrastr Smart classes, conference room, seminar hall with audio visual access highly enriched library with more than 24163 books (74 state, national international journals), rare books to satisfy the knowledge thrust c students. For economically weaker students we run BOOK BANK scheme.

The library has KOHA software to get e-copy of the books. A fully eco friendly & Wi-Fi campus- we have NaMo Wi-Fi and GPL internet facilit

Our institute has computer & language lab having 54 computers with hi speed internet. The College has Research committee that promotes rese culture amongst the students and teachers. Five of our faculties have guide ship while two of the faculties have M.Phil. guide ship.

Research committee motivates faculties to publish research papers eve year, providing myriad opportunities to publish them as chapters, bo in journals with ISBN and ISSN respectively, UGC approved Journals, I Scopus etc.

We also felicitate the faculty members who have obtained doctoral deg guide ship, and presented papers abroad. Principal and management mot the staff for attending orientation, FDP, workshops, seminars etc. we provide duty leave. We organized numerous Seminars during last five y But this year COVID has not given any chance to conduct any seminars. other hand, many webinars are being arranged by university that has k attended by our faculties.

The college has signed 2 MOUs to encourage and ignite entrepreneurshi students. We have signed MOU for recycling papers scraps for betterme our environment for social cause.

We also distributed mask as a precautionary measure to prevent COVID- which is a major health concern of the institution. Plastic free camp our chief goal.

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

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

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

09

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

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

11

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

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 the year

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

9

File Description	Document
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 published in national/ international conference proceedings year wise during year

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 about 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, turning classrooms into real life scene , we have active NSS wings, having 3 Units, 300 volunteers that conduct activities in villages -Balitha, Manekpur, Kalai, Ambheti and Kaprada.

Some of the regular activities we do under NSS are: blood donation camp, health check-up, sickle cell check-up, thalassemia check-up, sakshat abhiyan, tree plantation, aids awareness drive, swachchhata abhiyan, cashless drive, "Say No Plastic drive", Swachata Pakhvadiya, Selfie with Parinda, Clean green campus, various competitions etc. This year we conducted extension activities at home, on virtual platform.

We also organize orientation programme every year for fresh batch of volunteers, in which principal along with POs make students aware of activities.

Through extension activities, students easily understand rural life. Volunteers help these rural uneducated people about government policies and assist them in filling up forms (Sukanya Samridhi yojana, Jan dhan Yojana etc.) to get benefitted from the policies.

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 inter-villages for seven days that helps students to mix up with villagers, understand their life style and needs better. After understanding the style of villagers, volunteers undertake some activities such as Saks Abhiyan, cleanliness drive, health awareness program etc. Leadership, commitment, team work, devotion, hard work are some of the qualities that are the main focus to be embedded in volunteers.

Awareness programmes are held like 'Beti bachao Betipadhao', Jandhan Voting Awareness, vyanamukti, women empowerment rally to sensitize students as well as the community.

Birth anniversary of Mahatma Gandhiji, Swami Vivekananda, Sardar Patel and other national leaders are celebrated digitally through various competitions to spread their message. Patriotic awareness by celebrating Republic Day, Independence Day. Environment day, teacher's day, Hindi day, NSS Day, Sanskrit day, Matrubhasa Day, Voter's day are celebrated to value our ancestors and Tradition.

Yoga and Prayer is a part of our everyday practice. Environment, Vedas, Bhagwat Geeta are included as a learning subject in our curriculum for students for their holistic development. Even COVID-19 couldn't prevent our volunteers to do various activities, NCC cadets' helps at police check during Pandemic. One of our NCC cadet prepared handmade masks and distributed it. Volunteers spread awareness during Corona. They make people aware of Vaccination, Mask, sensitization etc.

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

3.4.2 - Number of awards and recognitions received for extension activities from government and 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

1

File Description	Documents
Any additional information	View File
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 and Gender issues etc. and/or those organized in collaboration with industry, community and 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.,

the year**38**

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

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 Swa Bharat, AIDs awareness, Gender issue etc. year wise during year

3402

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

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

23

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

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 important other universities, industries, corporate houses etc. year wise during the year

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college always undertakings to provide quality education to the students. Keeping this in mind the college has updated various infrastructure facilities within the college premises to satisfy the knowledge thirst of more than 1600 students from different rural and area. Our campus is spread into 9 acres.

Institute believes ICT based teaching to be more effective. We have 1 classrooms, 12 are smart classes. Faculties are provided mike facilit laptops.

Administrative office is well equipped with computers, printers, scan two Copiers, photocopy machine with internet facility for smooth func of the administrative work.

We have a Multi Media room with LED TV, Web cam, and computer, in whi online courses videos are played for more knowledge.

Fully equipped Computer Lab with having 29 computers, printer and sca with internet. We have GPL and Na-Mo Wi-Fi internet connection too.

Institute has Language Lab with 25 computers, headphones, web camera, printer, AC facilities. It also conducts online exams under SCOPE. On the centre for state level and national level online exams, also for admission process. All computers are LAN connected.

The whole college campus is under CCTV surveillance and security cabi Seminar Hall is fully air conditioned with 130 seating capacity, equi with

To hold trust & staff meetings, institute has a well-equipped confere room with AC, LED TV and white board. It has seating capacity of 25 p Our campus is eco-friendly, green and Wi-Fi connected. It has parking facility for students and staff. Institute has a large sprawling spor ground for different game, an excellent pitch suitable for Ranji Tro have Gymkhana facility. Indoor games such as table tennis, carom and are in hand.

For girl's recreation, well equipped room with attached washroom, Ver Machine, sofa cum bed, TV, Mirror and a computer is available.

RO filters, adequate washrooms, first aid box, both for students and are available. We have a small pantry with refrigerator. We have Ramp wheel chair for DIVYANGJAN.

The library is enriched with more than 24000 text and reference books regional + national+ international journals, along with rare books ar INFLIBNET. We have BOOK BANK for poor Students. Library has KOHA soft N-LIST facility is for e-resources. It has computers, printer and phc machine with research room. Newspapers and magazines in three language available. NSS, NCC, activity room, different cells. Common canteen 1 Security Quarters Generator , Store room is available in our college.

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.

Along with the academic development of a student, 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 a sports ground, the pitch is suitable for Ranji Trophy, gymkhana is well equipped with kits and sportswear. Indoor games like chess, carom, Table tennis are available for our students.

The College participated in almost all university-level sports competitions and performed well. The college felicitated the sportspersons who had been selected for the inter-university team. We have also successfully completed University level CROSS COUNTRY RACE for three years in past. Every year regularly our girl students are selected in university hockey team.

Every year interclass Cricket, volleyball, Chess, table tennis, carom, badminton, 200 meter running and other competitions are conducted by the physical instructor. First aid is always in hand.

Yoga and Meditation training sessions are conducted for both students and faculty. Yoga is included in daily basis lectures. International Yoga Day is celebrated every year. Pantajlai YOGA Samiti member Pramodbhai Thosar (trainer) always extends support and provides training of YOGA. Our student Hardik Joshi is karate Black belt and extend support in conducting Self Defense Program. The institution frequently organizes a session for meditation, relaxation techniques and stress management. Prayer is our regular activity. Prayer committee is formed and ensure to have different prayer every day.

Cherishing and representing our culture is a vital pillar in developing our learners with team spirit, self-confidence, self-reliance, knowing their talent and sharpening it, framing their all-round personality. Our institution has adopted SAPTADHARA project (GYAN DHARA, GEET SANGEET NRITYA DHARA, SARJANATMAK ABHIVYAKTI DHARA, KHEL KUD DHARA, SAMUDAYIK SEWA DHARA, NRIYAS DHARA, RANG KALA KAUSHALYA DHARA) that conducted various cultural activities such as Elocution, essay writing, Mehendi, Poster making, Treasure Hunt

Sanskrit Shlok Gan, Patriotic Song, Kavya-Pathan, Bhajan, Best out of Rangoli, Quiz, Poem writing, Aarti Decoration., mono acting, Antaksha Slogan Writing, and many more.

Our institute has cultural committee that looks after every need of c aspects of the students. Our college takes part in University youth f every year. We provide training to the students to participate in the festival, along with necessary costumes and props for the group event Institution organizes Annual Day every Year. The college facilitated students who have performed well in the Youth Festival and cultural e

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

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

16

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

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

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

115000

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

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 decimal classification system. The library is enriched with more than books.

Reference books along with Ph.D., M.Phil thesis, CDs, DVDs is easily accessible. 65 regional, national journals and 10 international jourr

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 SOUL Koha, Fully version 19.05.04.000 from 26/01/2019. KOHA is a full featured integrated library management system (ILMS). support to open source operating system (OS) software. (for Example: Linux, Unix) In KOHA library software : Circulation , cataloguing , Acquisition management, advanced search , label print, barcode print, administration, OPAC and many more modules are available. KOHA is multi-platform 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	
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	

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)

170851

File Description	Documents
Any additional information	No

	Upl
Audited statements of accounts	No Upl
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No Upl

4.2.4 - Number per day usage of library by teachers and students (foot falls and login da 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	View F
Details of library usage by teachers and students	View F

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 campus and office work. 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 M NaMo Wi-Fi with 100 Mbps internet facility.

In Administrative office all admin staff is provided computers, print LAN, high speed internet, scanner etc. As now university has done online process for admission, enrolment, exam form, online MCQ exam due to pandemic, admin office is working accordingly with IT facility provided the college.

The Language Lab has been developed with the support of Government of Gujarat. Our institute runs CPT, BULATS, Linguaskill courses under SC that we provide our learners with speakers, head phones, webcams, printer and other learning facilities. (No Course this year due to Corona).

Other online exams like Banking, essay writing etc. is successfully conducted. It has a high power UPS with 6 KVA. Computer lab is functioning with 29 computers, AC and other facilities. It is also used for online exams, finishing school programs. Online exams through google forms in various subjects is taken. Teaching learning process through WHATSAPP Classes through PPT.

The library is the heart of the institution. We have installed the library software KOHA. We have membership with INFLIBNET, N-list to access e-resources. A fully eco-friendly and fully Wi-Fi campus, our college is selected for NaMo Wi-Fi facility among the other colleges of Gujarat.

Institute also have 09 Routers to connect with internet. The college developed an informative Dynamic Website, which includes prospects, assignments, feedbacks, results, scholarship, notices, new events, gallery news, recognitions, students related all other details etc. We also have a system which is in use to communicate important notice to our students.

college provides the facility of the laptop to each faculty. Smart classrooms with projector and LCD. We have a Virtual Class Room (Bi- from where the live telecast of the lecture can be viewed from various experts.

40 CCTV cameras & Air conditioners (8) are in hand. The institute has own E-Mail to connect with the world. Almost all the communication is through e-mail. Antivirus- e-scan license version is installed. Total is in college. 8 Mbps bandwidth is available with 2GB and 4GB RAM. Under active supervision of maintenance committee, all these facilities are after. For computer related issues, we have Annual Maintenance contract (AMC)

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

4.3.2 - Number of Computers

101

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

4.3.3 - Bandwidth of internet connection in the Institution

A. \geq 50MBPS

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

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 support facilities) excluding salary component during the year (INR in lakhs)

129000

File Description	Documents
Upload any additional information	No Up1
Audited statements of accounts	No Up1
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No Up1

4.4.2 - There are established systems and procedures for maintaining and utilizing physical,

and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has a mechanism for repair, maintenance and renovation of Physical, academic and support system. The college has established maintenance committee that looks after the facilities of the college about its maintenance. For IT related issues, we have (AMC) Annual Maintenance contract. The maintenance of various buildings is achieved through periodic monitoring by the committee and planning suitable periodic Annual Stock verification for each department. Maintenance and Repair physical infrastructure, like painting, roof maintenance, Provisions Classroom Maintenance including furniture, doors and windows are looked after by the committee that reports to the principal and planning is the head of the institute for the same after taking proper approval from management.

The regular electrician decided by Management solves electricity related problems. Even on call electrician is also available in our institute and Water Coolers are regularly serviced. Plumbing maintenance and repair including water supply and tube well, are done whenever it is required by professional Plumber. Mechanical equipment and lab equipment are repaired periodically. Adequate protective measures like UPS, antivirus, CCTV system is maintained.

The water tanks are cleaned regularly. The vending machine for girls is maintained and regularly serviced. Washrooms are regularly cleaned and maintained. For generator we have AMC. For maintaining CCTV, Bio-metric and intercom, we have AMC. For RO plant on call maintenance is available. Waste water of RO plant is used in Garden.

Every six months we undertake the cleaning of overhead water tank. We have an MOU with 'IDA foundation' for maintaining and recycling old notebooks and old newspapers etc. We have one appointed gardener who looks after the environment of the campus and greenery. We have a contract for maintaining our LCD projector and also we have a supporting staff who looks after projector related issues. Fire extinguishers for safety are installed and regularly maintained. On call carpenter is available for repairing and maintaining furniture.

One of our staff member looks after the computers and internet related maintenance. It is upgraded and serviced time to time. Reducing e-waste is the chief goal, so we maintained antivirus software in each computer to protect it from getting infected. Periodical checking of head phones, webcams and other speaking accessories is done. Air conditioners are serviced regularly through AMC.

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 facilities are maintained by the institute.

The library is automated regularly formerly through software Koha 19.05.04.000. Maintenance and preservation of rare books, back volumes are given special care. IT infrastructure is maintained regularly. OPAC system for book search has been devised and regularly updated. Book binding is done to prevent further damage of the books. Periodicals pertaining to knowledge resources are kept in bind form.

Physical Instructor monitor the maintenance of Sports Facilities. Regular maintenance of sports equipment. Regular inspection and maintenance of sports fields and 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 the municipality. Compost pit is made to use and save our environment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://rofelacc.org/assets/docs/commitment

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

808

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

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

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

04

File Description	Documents
Upload any additional information	
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	

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	No File Upload
Any additional information	No File Upload
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

0

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

0

File Description	Documents
Any additional information	No File Upload
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	
Upload any additional information	
Details of student grievances including sexual harassment and ragging cases	

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

File Description	Documents
Self-attested list of students placed	No File Upload
Upload any additional information	No File Upload

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

final year students

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

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

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

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 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 during the year.

File Description	Do
e-copies of award letters and certificates	N U
Any additional information	N U
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	

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

College has been carrying out various academic, cultural, sports, lit 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 work for its development: 1.Sports Yoga 2.Saptadhara 3.Maintenance 4.NSS 5.NCC 6.IIT 7.Economic Forum 8.UDISHA Club 9.Literary club 10.Research 11.Disciplinary 12.Prayer 13.SC/ ST Cell 14.Redressal grievances Cell 15.Internal Complaints Committee 16.SCOPE 17.Women Cell 18.Wall Paper 'SETU' 19.Media 20.BIS 21.Computer lab.22. IPR etc. Students have been actively involved in various activities through above mentioned committees and bodies. Under the guidance of the Principal carried out various programs along with student 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 in various activities with overwhelming enthusiasm. Students have participated in various activities like "poetry recital" "Essay competition" "Debate and Eloquence" 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, etc. in college magazine "Darpan." Students proactively participate in for 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 smooth arrangements. Senior students help administrative staff in online admission process. NSS Volunteers work for library in arranging books. Under Samudayik Sewa Dhara, a group of Students daily write good thoughts on notice 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 over 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 discipline, 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.

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

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

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

9

File Description	Documents

Report of the event	N U
Upload any additional information	N U
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)	

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 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 stakeholders. 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 college. 4. Giving feedback to the college for its betterment. 5. Mentoring students for better future prospects. The college has all reasons to be proud in having alumni in field like teaching, industry, manufacturing consultancy, politics, legal social works etc. On the auspicious day of January, 2019 college organized "Get Together" under the chairpersonship of Principal. Alumni Association 1 Shri Rajesh Keni (President) 2 Shri M. Vora (Vice president) 3 Ms. Krimil Haria (State Level best NSS volunteer award winner) (Secretary) Our president of Alumni Association Mr. Rajesh Keni has been awarded "Best sarpanch". He is always forthcoming in service and helps which includes financial helps. Mrs. Sonal Rajput, Ms. Nisha Parekh (In-Charge-Principal) and Shri Jagrut Patel are a very successful advisor 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 has 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 "Martial arts and karate." He has won series of awards. He also contributes in training students in many ways especially conducting Self Defense. Krimil Hari secretary Alumni Association is serving as a media reporter in a local newspaper and makes important contribution in news converge. Mr. Rakesh Chavhan is a chairman of MCS, Silvassa,. Many of the other students are giving service as public leaders. They share their academic excellence with other students. Shri Mitesh Patel- Officer Commander (Home Guard Dpt.) Shri Ashish Sutariya works as a principal. Parekh Jignesh, Parekh Nisha and Hiral Dhodi are an Assistant professor and engages classes at P.G. Mr. 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.

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)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Our Institute Vision is create complete quality personalities of the students professionally, personally and socially through Value based Career Oriented Education, in addition to that development has to be skill base education to reach a new horizon in presently rapid changing world.

Implementation of the Institutional Development Plan to make education approachable to the different Sectors of the Society. To achieve the emphasis will be given on the improvement of quality of teaching and learning process so as to produce employable and competitive graduate post graduates. DIGITAL LEARNING AND ICT BASE LEARNING IS THE NEED OF TIME AND ADOPTED SUCEESFULLY BY THE INSTITUTION WITH THE HELP OF MS T This Plan will also enrich the Infrastructural Educational Resources Institution. Well Equipped Central Library and Computerized Computer and language lab is in hand to provide first hand experience to the l about digital learning process.

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 also focus on team building, working atmosphere has been created like family.

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

Different methodologies such as class test, GK test, Quiz, Online tes Group discussion, case study enhanced the performance of the students

Student centric teaching learning make the environment more knowledge and aspirant.

Principal along with various committees, administrative staff, faculty extend their hand in making smooth functioning of the assigned work.

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

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

There is an apex decision making body at the institutional level and principal has a very instrumental role in bridging the college and th management for the development of the college. The Principal, IQAC, v committee along with other faculties work together for the institutio 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 fac students and supporting staff maintain discipline and build up a work atmosphere as a family. our institute believes in team work. institut believes in participative management, so the college has various comm that includes teachers and students both. Every event of the college jointly organized and celebrated by teachers and students with great under the active supervision and support of the principal. And manage also extend their full support in all the activity of the college per to the development. IQAC plays a very significant role in overall mor of the curriculum delivery, co-curricular, extra-curricular activities ensure quality assurance. Examination committee conducts smooth exami work through strict discipline at graduate and post-graduate levels a with sincere, timely evaluation work to ensure timely publication of results. This year Due to Pandemic, Exams are postponed and taken on mode. Examination committee has successfully functioned online exams betterment of the students. Faculties are assigned duties to accompli their targets through time-table committee for prompt and regular cla Online works, classes, are being started conducted. The principal ass duties and responsibilities to the administrative and office staff. I committee manages the library, its infrastructure, books, and other important services. Students borrow books for their academic pursuits needy students are extended facility of keeping books for a longer pe Daily attendance of visiting students and faculties is maintained. Co has maintenance committee to ensure the repair and overall maintenanc Physical Instructor looks after sports events and encourages sports participation in competition at college, university, state and nation level. Discipline and safety is our prime focus, and everyone in the abide to keep discipline and safety of our ROFELITES. It ensures cong ambience to the differently able students also. The college encourage participation in extra-curricular and co-curricular activities in tur academic calendar. Counseling of students is conducted through guest lectures and other cells of the college like grievance redressal cell 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 forward to help these activities.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. 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, 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 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.

2. Our Library is equipped well with more than 24000 books and journal 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 to reference books while writing Library Assignment. More than 160 students sit together in a library. Books bank for Socially Economically Backward Class Students. We have 54 Computers in Computer Lab and language Lab is actively used for online exams like SCOPE, BULATS, and Practice of etc. Facility for handicapped students is available. Girls Common Room Sanitary Napkin Vending Machine is active.

3. 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.

4. Examination Committee conducts Internal Examination to check student 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, 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 are in need. faculties extend all possible help to students in their learning even through WHATS app Group too. books of internal are shown to students and parents as well.

5. 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, Shaktimanach, G.B. Laddh is signed.

6. 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 Guidance too, under their many research scholar are shaping their career. Students are given res

project to work in PG Department ,so they can go for higher study in futur

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

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

With the hands-on experience of the management, the Institutional Mar is designed in a scientific way with transparency to get the optimum out of it. A hierarchical sets up is established from top management the level clearly demarking the Duties, Responsibilities, Accountabil Authorities at every stage.

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

PRINCIPAL: To prepare all the agenda items, co-ordinate the conduct c meetings and arrange to follow-up all actions required. To provide leadership, guidance, help implementation and monitor all the academi activities in compliance with the affiliated university To conduct internal, end and other examinations To initiate all the developmer activities, monitor the progress and report to the GoverningBody To and receive all departmental budgets in the prescribed form for every calendar year & for the next academic year. To ensure the preparati reports on various activities and also the annual reportTo become responsible for the general amenities and arrangements for students a employees

COMMITTEES:Every committee constituted at college level and departmer have the faculty member as an In-charge with two or more faculty memk committee members. Committee In charge will look after the committe program and operation. These committees at college level assist the in the discharge of their duties and smooth functioning of the colleg committee has well defined roles and responsibilities at both levels. 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 th course material to certify ,Preparation of list of weak students in e class and conduct bridge classes, slip tests. Analysis result to c Remedial classes for failure students.

IQAC Functions: IQAC is responsible for fixing quality parameters 1 various academic and administrative activities Monitoring the organ of class work and related academic activities,Conducting Internal Qua Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters. Documenting various programs/acade activities leading to quality improvement and reviewing their effecti

in quality improvement/ sustenance. Arranging Guest lecture, various etc...

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

6.3 - Faculty Empowerment Strategies

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

The following measures are taken for the welfare of our rofel parivaar

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

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

3. for our Rofelites:scholarship and freship, Hygiene, Sanitary Napk Dispenser Machine for Girls , Water Cooler, T.V. in Girls Common Room Facility of Book Bank Library, Fees Payment of Economical backward St Cash Prize on getting higher marks, Appreciations on their achievemer 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/ work and towards membership fee of professional bodies during the year

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

0

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

6.3.3 - Number of professional development /administrative training programs organized 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	Doc
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	N Upl
Reports of Academic Staff College or similar centers	N Upl
Upload any additional information	N Upl
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Program (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

3

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

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

A good performance management system works towards the improvement of overall organisational performance of teams and individuals for ensuring 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 performance as per established norms, but also to identify potential 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. Faculty members extend their support to help our supporting staff in their medical emergency.

The institute undertakes a wide range of activities besides academics which faculty members are assigned additional duties and responsibilities which are mostly voluntary. The Institute accords appropriate weights to 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 an annual basis. Trust and Government of Gujarat both conduct internal and external audit by Chartered Accountant firms. Management appoints internal auditor who conducts audit quarterly and report is placed before trust and 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 laws and laws prevailing and done by the external authority Govt. of Gujarat. Auditing is done by the acknowledged members of Govt. of Gujarat. Audit documents properly managed and documented in the administration office shown and external agencies as per their criteria evaluate 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	Docum
Annual statements of accounts	No Up:
Any additional information	No Up:
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No Up:

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

. 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 Pern Affiliation of the University. in pervious years our institute did re some grants from UGC for infrastructure, research and learning.

Process:

1. The Principl and IQAC monitor the mobilization of funds and makes su the funds are spent for the purpose for which they have been allocate
2. Maintanance Committee takes care of the infrastructure and mend th furniture that needs repairing.
3. Regular Internal and External Audits has been done by CA of manage
4. Libraray committee looks after theresources in library are utilize optimally
5. To ensure the optimum utilization of resources, the Principal issue directions.
6. The Principal and IQAC looks after the proper utilization of class Computer lb, Language lab and other learning sources like Bi-sag
7. quotations from vendors for the purchase of equipment, computers, k etc. are sought. The quotations are scrutinized b before a final dec is made based on parameters like pricing, quality, terms of service, The Principal and accounts department ensure that the expenditure lie within the allotted budget. The intervention of the management is sou 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 institutionaliz 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. Its Internal Quality Assurance Cell (IQAC) 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 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 Principal initiates the improvement as per the suggestions.
5. The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels. The Institute IQAC regularly holds meetings too.
6. Following are the regular works done by IQAC:
 - Annual Quality Assurance Report (AQAR)
 - SSR Preparation.
 - Stakeholder's feedback
 - Action Taken Reports
 - New Programmes initiation
 - Extension Activities,
 - Guest lectures
 - GSIRF, NIRF, ARIIA, AISHE Etc.

(This year Our honourable Principal Dr. H.A. Desai is elected as the charge Vice Chancellor, so IQAC Plays a major role in College Duties)

7. The IQAC under the guidance of Principal led efforts to the successful implementation of 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. Automated admission, financial and examination processes, up gradation of Wi-Fi LAN facilities, have significantly contributed to an enhanced quality teaching-learning experience.

Link: <https://rofelacc.org/home/iqac>

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of c

and learning outcomes at periodic intervals through IQAC set up as per norms and recorded incremental improvement in various activities

The IQAC continuously reviews and takes steps to improve the quality teaching-learning process. The Academic Calendar is prepared in advance and displayed on college website.

All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the unique features of the Education system, the teaching learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the Institute. All students are given a guided tour of the campus and the various facilities.

Students are apprised of the Time-Table, Programme structure, syllabi and courses before the semester commences.

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

Various feedbacks are taken from stakeholders, teachers, alumni etc. Feedback is properly analysed and actions are taken.

Various Guest lectures are arranged for more knowledge of the subject. Extension activities under NSS, NCC, Saptadhara, Women Cell, IPR is initiated.

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

Quiz, Group discussion, Case Study, Sanskrit Gaurav Pariksha, Finishi School, SCOPE, GST, Tally Certificate course all these initiatives are taken by IQAC with the guidance of Principal.

Academic Calendar: Based on the University Academic Calendar the Institute schedules the academic calendar well in advance at the start of the year.

Preparation of lesson plan for each Semester: The lesson plan is prepared in advance.

Evaluation of teachers by students: The institution has a feedback system to evaluate the teachers by students. The regular evaluation of the teachers by the students, feedback on teaching methodologies, course delivery, at strengths and weaknesses, difficulties faced in the subject give a clear idea about the problems faced by the students.

Student learning outcomes: The institute monitors the performance of students regularly.

Regular class tests and interactions, Midterm and continuous evaluation comprising of internal tests, assignments, group discussions, and seminar presentations, Semester system of examination for all courses, Provision of Question bank of various subjects to the students, Providing Lecture through an online portal, Timely Redressal of students' grievances, 75% Attendance is compulsory in each semester, Extra classes for weak students to solve their problems.

Students' result analysis: Institute has the provision of analysis of students' performance after the announcement of their semester result

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

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://rofelacc.org/home/gallery
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 creating safe, Secure and healthy atmosphere in the campus. Sensitization of the students is done through special lectures and functions. Specific initiatives with respect to key areas are as follows:

Keeping the present societal scenario in mind the institution observes "At the end of the day, as stated by Jodi Rell "The goals are simple: safety and security". The institution accords utmost priority to the safety and security of not only the students but also of the staff

Safety and security *

CCTV Surveillance system: CCTV has been set up in the campus, entry of unwanted element is monitored through these cameras. This system ensures that all Female staff, students can move freely in the campus and feel assured that they are secure at all the time in the campus. Security services are available 24 hours.

I card- is compulsory for students so that unwanted elements can be identified

Women cell also create gender awareness through different programs. Self defence program is our regular activity. Various guest talks on women's issues are organized. MOU has been signed with Shaktimanch for beauty care.

Every year Beauty care and cooking certificate course is organised.

Girl students are exempted from tuition fees. Anti -ragging, discipli committee and women development cell is active enough for smooth func of the institute.

All faculty officials are available both for boys and girls for solvi their problem any time without any appointment.

Psychological lab is active to solve any mental issue of the students

Separate girl's common room is created with facilities Tv, Sofa, Wash vending Machine, first aid box and newspapers.

University also ogranisedtraining programmes, seminars, workshops etc gender equity and sensitization which is 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 bia

To pursue this avowed objective, the college adopted 'Mentor - Mentee system as the first step towards confidence building among the studer Each faculty is assigned with specific number of students to cater to psychological and emotional needs.

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/galle

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 different types of wastes disposed in the college for which is a proper system functioning. The following wastes are being disposed the college:

SOLID WASTE MANAGEMENT: There are two types of solid waste management 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 from first year to make students aware of importance of our globe and prevent it from pollution.

Lectures on environmental issues is organized. Cleanliness drives are conducted. No plastic is our institute's best practice.

Our volunteers prepared 3500 paper bags and distributed it in Vapi town.

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. Efforts are taken to keep waste water away from usable water.

e-waste management: Students are made to understand the ill-effect of 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 Recycle" collects e-waste from our institute and recycle it.

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

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
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Upload

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 Fi
Various policy documents / decisions circulated for implementation	View Fi
Any other relevant documents	No File Up

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

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	Docum
Reports on environment and energy audits submitted by the auditing agency	Vie
Certification by the auditing agency	Vie
Certificates of the awards received	Vie
Any other relevant information	Vie

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View F
Policy documents and information brochures on the support to be provided	No File Up

Details of the Software procured for providing the assistance	No File Up
Any other relevant information	View F

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 diversities (within 200 words).

The institute is proactively taking efforts in providing an inclusive environment. The initiatives are to promote better education, economic upliftment of the needy and setting communal harmony.

Excellence in promoting values like Patriotism, self-reliance, secular social service and culture.

Prayer- It has instilled confidence and discipline among students. They participate in competitions also. "Sarvdharma prarthna" and "College inculcate sense of belonging and harmony among all.

As our institute has family kind of harmony among all, students can meet principal and give their feedback orally. And as per feedback necessary action is taken.

Human Values:

At the outset of first year session, principal and senior faculties address the students to make them understand the vision and environment of college. Emphasis is laid on the importance of discipline in life. They are advised to observe core values like truth, righteousness and healthy achievable goal.

NSS Programme Officers help students to multiple activities pertaining to cyber crime awareness, fundraising for various natural calamities and the Blinds.

Spirit of patriotism is inculcated by celebrating 15th August, 26th January birth anniversaries of great national leaders as well as tribute on centenary anniversaries through competitions and motivational lectures. As a daily practice students perform YOGA and PRAYER for mental and physical fitness.

To follow our tradition and to learn our rich culture; university has introduced courses in history, psychology and our ancient language Sanskrit. Students learn human values and ethics through Ramayana, Vedas, Upanishads and Bhagwat Geeta as prescribed in their syllabus.

Institute publishes wall paper "SETU" fortnightly. Students show their talent through creative writing, drawing, painting etc. It is conducted and monitored by a coordinator and students. Students are encouraged to present their literary work like poem, article, essay in college magazine "I am" "Together we can"- our students proved with every activity, especially bag making training and distributed to the surrounding community to save plastic.

We believe in unity in diversity that's why our students respect the different religion, language and culture. We greet and wish each other on different festivals and invite them to have a feast to get introduced to each other's culture to have amicable relations and to maintain the religious harmony.

social and communal harmony. We have adopted villages under NSS that Namdha, Balitha for the upgradation of the those villages, Swachhata is our prime corner. We regularly organised Blood Donation, Rally, CV voting awareness, in surrounding area.

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

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

To Communicate and sensitize students to social issues and for their holistic development and to make them socially responsible, turning classrooms into real life scene, we have active NSS wings, having 3 Units, 300 volunteers that conduct activities in villages -Balitha, Manekpur, Kalai, Ambheti and Kaprada.

Awareness programmes are held like 'Beti bachao Betipadhao', Jandhan Voting Awareness, vyanamukti, women empowerment rally to sensitize students as well as the community.

To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in the value system of the college community. The students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities inviting prominent people. The institute conducted awareness programs ban on plastics, cleanliness, Swachh Bharat, etc. involving students.

To follow our tradition and to learn our rich culture; university has introduced courses in history, psychology and our ancient language Sanskrit. Students learn human values and ethics through Ramayana, Vedas, Upanishads and Bhagwat Geeta as prescribed in their syllabus.

Through a compulsory course in Environment, students are taught on various environmental aspects and sustainability. NSS works through its various activities like tree plantation, "Swachh Bharat Internship", visit place for manure preparation based on solid waste management. Emphasis laid on "Rain harvesting Awareness" and "Cleanliness." We also initiate compost pit to prevent and use best of our environment.

Guest lectures and workshops are arranged by eminent personalities to deliver lectures on ethics, values, duties, and responsibilities and saving the environment. Ethical Values, rights, duties, and responsibilities of citizens are some of the topics that are enlisted in Elocution, debate and class presentation.

Under Samudayik Sewa Dhara, a group of Students daily write good thoughts on the board. They play an important role in maintaining the code of conduct of the college and reporting any disciplinary issues to the committee members.

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

<p>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</p> <p>4. Annual awareness programmes on Code of Conduct are organized</p>	<p>B. Any 3 of the above</p>
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File Description	Doc
Code of ethics policy document	
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	N U
Any other relevant information	N U

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

National festivals play an important role in planting seed of Nationalism and Patriotism among people of India. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout.

Republic day- The institution celebrates Republic day on 26th January every year, commemorating the adoption of Indian constitution and spreading a message that India is the largest democratic country in the world. The celebration includes the hoisting of national flag and spreading a warm message of nationalism in a speech by the Principal and honorable guests.

Independence Day is celebrated every year on 15th of August, 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 celebrated every year on 2nd October to understand the ideology of our great leader Mahatma Gandhi wherein a pledge is taken by students and staff. In today's times we inspire students of our institution to follow the Gandhian ideologies of truth and nonviolence.

International Yoga day is celebrated on 21st June every year. The yoga Instructor by Patanjali Yog Samiti and our Physical Instructor organize yoga and make everyone aware on how Yoga embodies unity of mind and body, thought and action; restraint and fulfilment.

Voters Day is celebrated on 25th January wherein the students are given awareness on their duties and rights as a loyal citizen.

apart from these, Shaheed Din, Various Birth and death anniversary national heroes such as Vivekananda, Sardar Patel is celebrated. Karv is celebrated with various activities. Prakram Day in memory of Subhashchandra Bose is celebrated.

various competitions like essay, elocution, Patriotic song, Drawing, etc. is organised.

Woman's day, national Traffic safety day, Constitutional Day, is celebrated and organised by NSS Volunteers and NCC cadets along with staff, principal and other students.

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
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 provided in the Manual.

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 challenges of fast changing world. Getting women educated as well as empowered for the betterment of society. Our institute has a distinct 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 educate and enhance the status of girls. Our institute has given a platform to girls who aspire to have higher education at their home town. Since 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 girl students has been increasing every year and they are coming from 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 students She should be aware of her status in all spheres. She must utilize her capacity to resolve problems. She should be able to understand the knowledge and experience for a gender-neutral society. : Economic dependence and deprived of availing opportunities to get them educated reduced women to a secondary role. Over the years they have been victims of 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 education and skill development can only bring them at par with men. 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. It calls for an awareness of their potential, legal rights, social economic status to overcome gender discrimination. THE PRACTICE: Hard realities 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. In the late, series of measures and legal rights 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, respectable 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-defence are regularly held to make them self-employed. Since long our institution 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 develop team spirit. Poster presentation, slogan, Elocution and essay writing on various women issues bring out their creativity and public speaking confidence. Larger participation of girls in every activities. Organized guest lecture and talk for various legal, health career related topics. 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, cups, plates, small bottles and certain types of sachets. Our college has been making all possible efforts for the last 5 years to educate students and become aware of plastic waste, pollution and hazard to the ecosystem. the students and other stakeholder must be aware of plastic pollution and 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, etc.) 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 single use 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 competitions on important occasions to focus on cleanliness, pollution-free campus, no plastic and establish eco-friendly environment, heavy plantations. Campaign for plastic free campus. Our students prepare paper bag from newspapers and distribute those handmade paper bag to retailers of Vapi. With the help of INNER WHEEL CLUB OF VAPI, students prepare cloth bags and distributed it for social welfare. With the support of GIANTS GROUP (

our students undertake beach cleaning drive. NSS volunteer also did a for no plastic. With the help of Vapi municipality, our Volunteers di to door campaign for no plastic awareness, appreciated vendors who ar using plastic bags. Visiting villages -Namdha, Kaparada, Manekpur, Ka and Balitha and adjoining areas to spread the message of "no single-t plastic" and save the environment through "green" initiatives. Compos making Training Guest lectures on environment related issues. To make students aware of our environment, we teach 'Environmental studies' a compulsory subject in first year. Students take oath for 'Cleanliness 'say no plastic' on the day of Gandhi Jayanti Celebration. Our studer unique survey of 'Tree census' and 'Traffic survey' Smt. Vijayaben Pa from INNER WHEEL CLUB OF VAPI gave training to our NSS volunteers for paper bag from newspapers. The striking feature of this training was distribution of 520 paper bags among the different shops of Vapi towr our regular practice for last 4 years. A definite step towards plasti alternatives and innovation. We have taken the project of municipalit SWACHHATA summer internship 2.0, in which visited cleanliness dry, D wet garbage, wet garbage fertilizer mechanism is main focus. We also compost pit.

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

7.3 - Institutional Distinctiveness

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

Repayto society and Environment: Giving Education and producing since citizens are the main motto of Rofel Trust.we believe in high standar academic, professional, and societal performance. We believe that col life is not all about academics, games, culture, fun and being social aware of our society and environment.We provide an opportunity to eve student to contribute to make the society in which they live a better and to grow as better individuals.our prime corner is to develop soci resonsibilities and social values to be inculcate within our students believe in developing 4Qs.Intelligence Quotient (IQ), Creative Quotie (CQ), Emotional Quotient (EQ), Social Quotient (SQ)

The chief motto of education is to turn the mirror into the windows. or 'AND' equally pronounced but the meaning is different, the first c to finished, and other one is to join. Rofel believe in joining hand society and Environment. its a high time to repay the debt of societ y iur surroundings.

Several committees are formed to carry out the duties towards society Theinduction program gives the freshersan insight into the institute' values and vision.Along with other sports cultural and technical acti the NSS unit plans activities like tree plantation and field visits t expose the students to the pressing issues in our society.Several act are undertaken for thestudents to expose them to the pressing enviro issues that ail us. They are taken on field visits to related industr encouraged to participate in competitions dealing with environmental

NSS and NCC is our active wings. through which every year we organise donation, Hand for hope, tree plantation, cleanlines drive, Traffic c Voter awareness, Distributing Spectacles in a subsidize coast, toilet making, adult teaching, books, pen distribution to school children, k group checking, CoVID -19awareness, Vaccination awareness, filling va forms, helping old people are our regular activities.

variuos talks on female issues, legal rights, IPR is arranged. No use plastic bags is our motto. we preapre paper bags with the help of Inr wheel club and distributed to local vendors. we have alos started Bea certificate course for all. we ahve adopted villages and claening of surrounding is our chief goal. water conservation is done through redirecting RO waste water to garden. our studenst make people unders about dry and wet garbage.

File Description	Documents
Appropriate web in the Institutional website	No File Upload
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 Colleg should strive to achieve during this period, which are enumerated as

- 1.To create an enabling environment for holistic development of Stude Faculty and Support Staff;
- 2.To facilitate continuous upgradation and updation of Knowledge & Us Technology, by Faculty and Students;
3. To fulfil its Social Obligations, in the manner of providing forme informal education, dissemination of Knowledge, organizing programmes activities for the benefit of the Community and Other Stakeholders;
- 4.To create awareness and initiate measures for Protecting and Promot Environment;
- 5.To encourage and facilitate Research Culture, to promote Research k students and Faculty, otivate them to attend seminars, conference, FI
- 6.To continuously Innovate, Introduce new short term certificate cou remain relevant to the changing needs of the stakeholders;
7. more use of multi media room for vedios, and online lectures.
- 8.To support various Staff Benefit and Welfare measures.
9. more extention activities for society and environment.
10. academic excellence through various short term courses like GST, SCOPE Etc.
11. More MOU to be signed for first hand exeperinece of corporate cul
- 12.To upgrade Library Resources to include digital content.

13. To Introduce Job-oriented and Skill based courses;
14. To give thrust to and create awareness about Cleanliness
15. more rewards for academic excellence.
16. encouraging staff for organising more seminars, FDPs, conferences
Motivate students to participate in cultural, sports and other developmental activities.
17. Campus placement should have to be increased.
18. taking part in GSIRF, NIRF, ARIIA, for academic excellence.