Institutional Information for Quality Assessment(IIQA)

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

	Date of submission	:	19/12/2019
	AISHE ID	:	C-609
	Institution Track ID	:	GJCOGN13272

1	Application For	Accreditation
	Cycle of Accreditation	Cycle3

Cycle	Date	Grade	Score
1	31/03/2007	B	71.10
2	24/09/2014	B	2.3
3	02/02/2021	B+	2.69

2	Name of the College	SMT C.D.JHOBALIA ROFEL ARTS AND SMT I.S R. ACHCHHARIWALA ROFEL COMMERCE COLLEGE,VAPI
3	Date of establishment of the Institution	17/07/1989
4	Name of the Head of the Institution	Dr. HEMALI A. DESAI
	Designation	Principal
5	Does the college function from Own Campus	Yes
6	Address of the College	Rofel Campus Vapi Namdha road P.B. No. 67 Near Lakhamdev talav Vapi (west) Gujarat 396191
	State/UT	GUJARAT
	District	
	City	VAPI
	Pin	396191
	Phone No	0260-2462152
	Fax No	-
	Mobile No	9825140508
	Registered Email	rofelac@yahoo.com
	Alternate Email	desaihemalir1@gmail.com
7	Alternate Faculty Contact Details	Dr.

			M. U.DARU IQAC / CIQA coordinator
		Address	Rofel Campus Vapi Namdha Road P.B. No. 67 Near Lakhamdev Talav Vapi (West) Guajarat 396191
		State/UT	GUJARAT
		City	VAPI
		Pin	396191
		Phone No	-9374214281
		Fax No	-
		Mobile No	9327719753
		Email	mudaru9@gmail.com
		Alternate Email	hmt.vapi@gmail.com
8	Website		rofelacc.org
9	Has the Institution completed 6 years of existence / Years of graduation of last two batches		Yes
10	Nature of the college		Grant-in-aid and Self Financing
11	College Affiliation		Affiliated

12 Name of the affiliating University(ies) and the state(s) in which the University(ies) is located

State	University Name	Documents
Gujarat	Veer Narmad South Gujarat University	View Document

13	Is the Institution recognized under section 2(f) of the UGC Act?	Yes 21/11/1995 View Document
14	Is the Institution recognized under section 12B of the UGC Act? If yes, date of recognition by UGC under section 12B along with latest Plan General Development Grant release letter	Yes 21/11/1995 View Document
15	Is the institution recognised as an Autonomous College by the UGC?	No
16	Is the institution recognised as a 'College with Potential for Excellence (CPE)' by the UGC?	No
17	Is the institution recognised as a 'College of Excellence' by the UGC?	No
18	Is the College offering any programmes recognised by any Statutory Regulatory Authority (SRA)	No

Statutory Regulatory Authorities		
	SRA program	Document
	No Content	

19	If the institution is not affiliated to a university and is offering programmes recognized by any Statutory Regulatory Authorities (SRA), are the programmes recognized by Association of Indian Universities(AIU) or other appropriate Government authorities as equivalent to UG / PG Programmes of a University	**Not Applicable**

20 Number of programmes offered

Programmes	Number
UG	**4**
PG	**2**
Post Master's (DM,Ayurveda Vachaspathi,M.Ch)	**0**
Pre Doctoral (M.Phil)	**0**
Doctoral (Ph.D)	**0**
Post Doctoral (D.Sc , D.Litt , LLD)	**0**
PG Diploma recognised by statutory authority including university	**0**
Diploma	**0**
Certificate / Awareness	**7**

21 Programme Details

Program	Department	University Affiliation	SRA Recognition	Affiliation Status
BA	**Gujarati**	**Veer Narmad South Gujarat University**		**Permanent**
BA	**Sanskrit**	**Veer Narmad South Gujarat University**		**Permanent**
BA	**Economics**	**Veer Narmad South Gujarat University**		**Permanent**
BCom	**Accountancy**	**Veer Narmad South Gujarat University**		**Permanent**
MA	**Economics**	**Veer Narmad South Gujarat University**		**Permanent**
MCom	**Accountancy**	**Veer Narmad South Gujarat University**		**Permanent**

[View Document](#)

22 Number of Teaching Staff by employment status (permanent / temporary) and by gender

Male	Female	Transgender	Total
11	9		20
20	14		34

23	Number of Non-Teaching Staff by employment status (permanent / temporary) and by gender

Male	Female	Transgender	Total
18	3		21

24	Number of Students on roll by gender

Male	Female	Transgender	Total
544	1066		1610

25	Does the institution have statutory cells / committees	1.Commitee for SC/ST 2.Grievance Redressal Committee 3.Internal Compliant Committee 4.Anti-ragging Committee

26	Date of establishment of IQAC	17/07/2007

	The minutes of IQAC meeting and Action Taken Report should be uploaded on the institutional website.	Date	View Document
		07/09/2019	http://rofelacc.org/home/iqac

27	Date of submission of AQARs of last 4 years to NAAC	Date	View Document
		27/07/2016	http://rofelacc.org/home/aqar
		01/09/2017	http://rofelacc.org/home/aqar
		15/06/2018	http://rofelacc.org/home/aqar
		22/07/2019	http://rofelacc.org/home/aqar

28	Has the institution made statutory declaration on the institution website under Section 4 (1) (b) of the RTI Act 2005 as issued and amended from time to time.	Yes http://rofelacc.org/home/rti

29	Does the college have an academic MoU with any foreign institution	No

30	Date of uploading data on MHRD website for All India Survey on Higher Education (AISHE).	11/01/2019 View Document

31	Attach Certification by the Head of the Institution for having complied with Rules & Regulations of Central Government, UGC and other Statutory Bodies, State Government and Affiliating University in the	View Document

	prescribed format enclosed herewith.	

32	Registration Fee paid details.	`Online`
		
		`Receipt No: 18710`
		`Transaction ID:RHMP8321984444`
		`Transaction Date:19/12/2019`
		`Amount:29500.00`
		`Bank ID :HMP` 5 / 5
		`Bank Reference No :577259`
		`Status :Received`

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

Request Date : 23/03/2020

Number of Clarifications : 10

AISHE ID : C-609

Response Date : 15/06/2020

Extended ID	Deviation Details and HEI Response	Affected Metrics	Findings of DVV	Response of HEI	Status
1.1	Number of courses offered by the institution across all programs during the last five years HEI Input : 202 Recommended Input : 188 Remark : Removing courses repeating across programs. Attached Documents : 1.Institutional Data in Prescribed Format	1.2.1	Please Provide the number of courses in each program year-wise And list of students in each program	Numbers of courses and list of students year wise is attached herewith. we submitted excel sheet for each program & each year. Supporting Document : 1.1.xlsx	Changed After Clarification

1.2	Number of programs offered year-wise for last five years HEI Input :	1.2.2	Please Provide year-wise list of ALL programs that have been operational during the assessment period // also • Program list approved by the Affiliating University/ Competent Authority to be provided.	List of all programs is attached herewith. Supporting Document : program list final_preview.p df	No Change

HEI Input table:

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	6	6	6

2.1	Number of students year-wise during the last five years HEI Input : 	2018-19	2017-18	2016-17	2015-16	2014-15
1556	1584	1479	1664	1733 | Attached Documents : 1.Institutional Data in Prescribed Format	5.1.4 1.3.3 5.1.5 2.1.1 4.3.2 2.3.3 5.1.2 5.1.1 4.2.6 2.2.2 2.2.3 1.2.3 3.4.4	Please provide: • appropriate document duly certified by competent authorities • Year wise list of students approved by the affiliating University	The list is attached duly certified by the authority. Supporting Document : 2.1.xlsx	No Change

| 2.2 | Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years | 2.1.3 | Please provide: document showing the State government / Central Government reservation policy for admission in higher education and also provide the number of seats reserved for each of the programs and the program-wise total authenticated by the Registrar of the affiliating university or admissions authority. | Reservation policy Letter and number of seats reserved for each of the programs. | Changed After Clarification |

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
1113	1025	998	936	874

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
1113	1029	995	927	873

Remark :
As per HEI clarification.

Attached Documents :

1.Institutional data in prescribed format

Supporting Document :

reservation
Letter.pdf

2.3	Number of outgoing / final year students year-wise during the last five years HEI Input : 	2018-19	2017-18	2016-17	2015-16	2014-15
251	291	283	308	350 | Attached Documents : 1.Institutional Data in Prescribed Format	5.2.2 5.2.1	Please • Provide authenticated document showing the number of outgoing/final year students in different programs during the assessment period • Provide the data separately for each program year wise //	list of program wise out going students is attached. Supporting Document : Outgoinig Students Final.pdf	No Change

3.1	Number of full time teachers year-wise during the last five years	3.3.5 3.1.2 2.3.2 2.4.2 6.3.2 1.1.3 6.3.4 2.4.4 2.4.1 4.2.6 3.3.4 2.2.2 2.4.3	Please • Provide the list of all full time teachers indicating the departmental affiliation during the assessment period year wise authenticated by the Principal.	list of all full time teachers with department. Supporting Document : fac full time.pdf	Changed After Clarification

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
24	24	24	24	21

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
21	21	21	21	18

Remark :
As per HEI clarification regarding sanctioned and filled positions. 2014-15 data provided indicates 19 faculty members but not accepted as sanctioned posts are only 18.

Attached Documents :

1.Institutional Data in Prescribed Format

3.2	Number of sanctioned posts year-wise during the last five years HEI Input : 	2018-19	2017-18	2016-17	2015-16	2014-15
21	21	21	21	18 | Attached Documents : 1.Institutional data in prescribed format	2.4.5 2.4.1	Please provide: Official letter(s) of sanction of posts from the statutory body/Government / Board of Management during the assessment period year wise	Sanction post document is attached. Supporting Document : sanction past letter.pdf	No Change

4.1	Total number of classrooms and seminar halls
	
	  HEI Input :
	20
	
	  Recommended Input :
	17
	  Remark :
	  classrooms and seminar halls
		4.1.3	Please provide: • List of number of classrooms and seminar hall • Geo tagged photos of classrooms and seminar halls.	The file is attached here.
				
				Supporting Document :
				
				4.1 final.pdf
					Changed After Clarification

| 4.2 | Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

 HEI Input : | 7.1.8
 4.4.1
 4.1.4 | Please provide: Audited Statement of income and expenditure duly certified by the Principal and Charted Accountant in case of Privately funded institutions highlighting the salary component. Also provide a statement showing the total expenditure excluding the salary component for each of the years certified by the Principal and Charted Accountant. | Statement regarding expenditure is given below in the file.

 Supporting Document :

 expenditure total.pdf | Changed After Clarification |

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
5004497	5267048	4591886	4519309	3847026

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
50.04497	52.67048	45.91886	45.19309	38.47026

Remark :
INR in Lakhs

| 4.3 | Number of computers

 HEI Input :
 1424 | 4.3.2 | Please provide: Stock register extracts/invoice copy duly certified | Computer Bills and In Voice attached here in the file.

 Supporting Document : | |

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

Assignment Date : 06/03/2020

Number of Clarifications : 54

AISHE ID : C-609

Last Date : 21/03/2020

Metric ID	Deviation Details and HEI Response	Findings of DVV	Response from HEI	Status
1.1.2	Number of certificate/diploma program introduced during the last five years **1.1.2.1. Number of certificate/diploma programs introduced year-wise during the last five years** HEI Input : 	2018-19	2017-18	2016-17	2015-16	2014-15

04	03	01	02	01 |
				
				Attached Documents :
				
				1.Minutes of relevant Academic Council/BOS meetings
				2.Details of the certificate/Diploma programs
				3.Any additional information
					Please provide: Name of the program, duration, list of students enrolled, curriculum, assessment procedures year-wise
					  Summary report of each program year-wise
						we are running four certificate courses. 2014- 15:SCOPE 2015-16:SCOPE, Tally 2016-17: SCOPE 2017-18: SCOPE, GST,Taly 2018-19: SCOPE, GST, Tally, Finishing school. Document for the same is attached herewith.
						
						Supporting Document:
						  1.2.2.pdf
							No Change

1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years 1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years HEI Input : 	2018-19	2017-18	2016-17	2015-16	2014-15
07	08	08	08	08 | Attached Documents : 1.Details of participation of teachers in various bodies 2.Any additional information	Please provide: • Nomination Letter of their Affiliating University indicating membership on BoS and Academic Council/ PG Council valid for the assessment period of the following teachers : Prof. J.I Desai Pro. N .k Patel // Dr. V.S pathak Dr. A.B naik // Dr. H.A Desai	List of the faculties who are BOS members and of academic council is attached here. Rest details is also available on university website. http://www.vnsg Supporting Document: BOS FINAL.pdf	No Change

1.2.1	Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years 1.2.1.1. How many new courses are introduced within the last five years HEI Input : 129 Attached Documents : 1.Minutes of relevant Academic Council/BOS meetings. 2.Details of the new courses introduced 3.Any additional information	Please provide: translated MoM , • List of programs in which CBCS/Elective course system implemented in the last completed academic year certified // • Minutes of relevant Academic Council/BOS meetings highlighting the relevant documents to this metric of the	list of program in which CBCS implemented is given in the file. Supporting Document: 129 Merged 2.pdf	No Change
1.2.2	Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented 1.2.2.1. Number of programmes in which CBCS/ Elective course system implemented. HEI Input : 6 Attached Documents : 1.Name of the programs in which CBCS is implemented 2.Minutes of relevant Academic Council/BOS meetings. 3.Any additional information	Please provide: • Structure of the program clearly indicating courses, also provide: • Add on/Certificate programs	Structure of the program given by the university and programs that is running in the institute is highlighted in it. Supporting Document: Structure Final.pdf	No Change

| 1.2.3 | Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years | Please provide: • Year-wise List of the students enrolled in the Program // please also provide certificates of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years | 1.year wise list of students in different certificate courses. 2.sample certificates are attached in the document. | Changed After Clarification |

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

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
127	206	48	200	64

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
127	206	48	100	64

Remark :
As per HEI clarification.

Attached Documents :

1.Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs
2.Any additional information

Supporting Document:
  final add
  on.pdf

1.3.2	Number of value added courses imparting transferable and life skills offered during the last five years 1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years HEI Input : 673 Recommended Input : 4 Remark : Metric is regarding number of courses. Attached Documents : 1.Details of the value-added courses imparting transferable and life skills 2.Brochure or any other document relating to value added courses. 3.Any additional information	Please provide: • Document showing the experimental learning through project work/field work/internship as prescribed by the affiliating university / affiliating university curriculum// Please provide : certificates of the value-added courses imparting	1.Report of Value added courses and the certificates are attached in the file. 2.DVV instructed to provide 148 certificates of beauty and culinary. In this regards we need to state that we have already given the certificate to students after completion of the Course. 3. Our students Supporting Document: final 1.3.2.pdf	Changed After Clarification
1.3.3	Percentage of students undertaking field projects / internships 1.3.3.1. Number of students undertaking field projects or internships HEI Input : 201 Recommended Input : 1 Remark : HEI has not provided supporting documents -Report of the field visit/ project work. Documents provided are in google drive which cannot be considered. Attached Documents : 1.List of students enrolled 2.Institutional data in prescribed format 3.Any additional information	Please provide: Translated documents of • List of students undertaking the field projects / internship program-wise in the last completed academic year along with the details of title, place of work etc. • Internship completion certificate / project work completion	Here the file is attached of the students list who undertake project work. In SSR ,we have given the details of current year data, and in DVV, as per the instruction, we are providing the data of last completed year 2018-19. Supporting Document: FINAL. PROJECT_compres sed.pdf	Changed After Clarification

1.4.1	Structured feedback received from
	
	1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
	    HEI Input :
	    B.Any 3 of the above
	
	Attached Documents :
	
	1.Any additional information
	2.Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management
	3.URL for stakeholder feedback report
		Please provide: •
		translated Sample
		Filled in feedback
		forms from the
		stakeholders to be
		provided//
			Translated feed back
			form by the stakeholder
			is attached herewith.
			
			Supporting Document:
			    1.4.1.pdf
				No Change

1.4.2	Feedback processes of the institution may be classified as follows:
	
	    HEI Input :
	    A. Feedback collected, analysed and action taken and feedback available on website
	
	Attached Documents :
	
	1.Any additional information
	2.URL for feedback report
		Please provide: •
		Stakeholder feedback
		analysis report signed
		by the Principal to be
		provided. •
		Department wise
		Action taken Report on
		feedback signed by the
		competent authority
			Duly signed Feed-backs
			and its report is attached
			herewith.
			
			Supporting Document:
			    feed merge.pdf
				No Change

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

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

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
196	157	145	97	54

Attached Documents :

1.List of students (other states and countries)
2.Institutional data in prescribed format
3.Any additional information | Please provide: • Document relating to Sanction of intake from affiliating University/Government body // please provide ID Details and proof of other state details of the students as folloing - PATEL VIBHUTI SHAILESHBHAI // HALPATI PUJABEN | 1. DVV asked for the Students details of 2014-15. 2. Although lock down, we tried contacted them on their given address but Vanita Nikuliya, Thakrya Yogesh and Joshi Payal Left the place long back. 3. Here we are providing the evidence of other three students: Pooja Halpati, Vibhuti Patel and Jitesh

Supporting Document:

IMG-20200608-WA 0001-merged.pdf | No Change |
| 2.1.2 | Average Enrollment percentage

(Average of last five years)

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

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
683	789	569	763	773

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

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
970	870	810	800	790

Attached Documents :

1.Institutional data in prescribed format
2.Any additional information | Please provide : • Document relating to Sanction of intake from University Approved admission list year-wise/ program-wise | Sanctioned intake letter and admission list is attached in the file.

Supporting Document:

2.1.2.pdf | No Change |

2.1.3	Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years 2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years HEI Input : 	2018-19	2017-18	2016-17	2015-16	2014-15
967	957	939	882	824 | Attached Documents : 1.Institutional data in prescribed format 2.Any additional information	Please provide: • Copy of letter issued by state govt. or and Central Government Indicating the reserved categories to be considered as per the state rule (in English) Final admission list published by the HEI Admission extract submitted to the state OBC, SC and ST cell	Here we are providing you the Category wise (SC/ST/OBC) admission list. However from the 2017-18, admission process is online and done by the university centrally. And our university follows the reservation policy in centralize admission process. Supporting Document: 2.1.3 SCHOLARSHIP final upload.pdf	No Change
2.2.2	Student - Full time teacher ratio Attached Documents : 1.Any additional information	Please provide: • Certified list of full time teachers along with the departmental affiliation in the latest completed academic year. • List showing the number of students in each of the programs in the latest completed academic year.	Program wise latest year student list and faculty list is given here. Supporting Document: 2.2.2 Merged.pdf	No Change

2.3.2	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	Please provide : List of teachers using ICT enabled learning facility. LMS website/ Academic management system. Link of LMS, moodles etc, link of resources created Geotagged Photo for all the 40 ICT Using teachers and name list of teachers	Here is the Geo tag photos of the staff using ICT attached. Rest of the faculties who are coming to our institute as a visiting faculty in PG, whose Photo we are unable to provide their photo due to lock down situation.	Changed After Clarification
	2.3.2.1. Number of teachers using ICT			
	HEI Input : 40			
	Recommended Input : 0			
	Remark : HEI has provided geo-tagged photos of about 21 faculty members using ICT for teaching. Teachers who use ICT for teaching only cannot be considered. Input is revised to 0 as HEI has provided no other supporting documents - LMS website, Academic management system or link of LMS, moodles.		Supporting Document: last final geo tag pics.pdf	
	Attached Documents : 1.List of teachers (using ICT for teaching) 2.Any additional information 3.Provide link for webpage describing the " LMS/ Academic management system"			
2.3.3	Ratio of students to mentor for academic and stress related issues	Kindly provide: completely translated name list of the number of mentors . list provided is more than that of HEI Input	Translated list of Annual report of Counselling is hereby attached along with notices, list of teachers with allotted students.	Changed After Clarification
	2.3.3.1. Number of mentors			
	HEI Input : 30			
	Recommended Input : 21			
	Remark : Metric 3.1 states that the number of full time teachers is 21. Only full-time teachers can be considered as mentors.		Supporting Document: 2.3.3 Final to be uploaded.pdf	
	Attached Documents : 1.Any additional information			

2.4.1	Average percentage of full time teachers against sanctioned posts during the last five years Attached Documents : 1.Year wise full time teachers and sanctioned posts for 5 years 2.List of the faculty members authenticated by the Head of HEI 3.Any additional information	Please provide: • Sanction letters indicating number of posts (including Management sanctioned posts) by competent • authority. // Appointment letter of teachers from year 2014 - Prof. I.P.Patel Dr. A.B.Naik Dr. R.B.Mehta Prof. N.K.Patel Prof.	list of sanction post and appointment letters of the faculties are attached herewith. further we want to state that grant-in aid faculties are permanent faculty and appointed in the year 1989. So Year wise appointment orders are not available. Supporting Document: 2.4.1 final to be uploaded_compressed.pdf	No Change

2.4.3	Teaching experience per full time teacher in number of years
	
	   2.4.3.1. Total experience of full-time teachers
	
	  HEI Input :
	  495.75 years
	
	Attached Documents :
	
	1.Any additional information
		Please provide: • Doctorate Degree awarded by UGC recognized universities only to be considered of full-time teachers // also please provide: • Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. Certificates of the teachers : Prof. J.I.Desai Prof. I.P.Patel	Hereby submitting the qualification details of the faculties and documents are attached.
			
			Supporting Document:
			2.4.3 final.pdf
				No Change

2.4.5	Average percentage of full time teachers from other States against sanctioned posts during the last five years	Please provide: Documentary evidence in support of teachers from other states // Please provide: proof of other states for the following teachers : Dr. M. U. Daru Prof. J. I. Desai // no proof found for hei input . kindly provide proof of hei input.	DVV suggests '0' input but All four of our faculties are from other state, 3 of them are from Union Territory out of Gujarat, while 1 is from bihar, so we consider them as out state faculties.we have attached the proof here. 1.Dr. M.U.Daru and Prof. J.I Desai who are living in nearby UT of Dadra	HEIs Clarification Accepted

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

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
04	04	04	04	04

DVV suggested Input :

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

HEI clarification Input :

2018-19	2017-18	2016-17	2015-16	2014-15
04	04	04	04	04

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
04	04	04	04	04

Supporting Document:

other all.pdf

Attached Documents :

1.List of full time teachers from other state and state from which qualifying degree was obtained
2.Any additional information

2.6.3	Average pass percentage of Students 2.6.3.1. Total number of final year students who passed the examination conducted by Institution. HEI Input : 251 2.6.3.2. Total number of final year students who appeared for the examination conducted by the institution HEI Input : 411 Attached Documents : 1.Institutional data in prescribed format 2.Any additional information	Please provide : • Result sheet published by the affiliating university attested by the principal. • Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree	The File is attached here. Supporting Document: 2.6.3 final blank space remove.pdf	No Change
3.1.2	Percentage of teachers recognised as research guides at present 3.1.2.1. Number of teachers recognised as research guides HEI Input : 07 Recommended Input : 05 Remark : As per submitted documents. Attached Documents : 1.Any additional information	Please provide: • E-copies of letters from the University indicating the name of the Guide / co-guide recognized • Data pertaining to only teachers of the Institution in the latest completed academic year	We, hereby submitting the letters of the university that indicate the name of the faculty as Ph.D guide. Dr. Hemali Desai Dr. H.M.tandel Dr. M.U daru Dr. R.B Mehta Dr. K.A Vyas. Supporting Document: phd letter.pdf	Changed After Clarification

3.1.3	Number of research projects per teacher funded, by government and non-government agencies, during the last five year
	
	    3.1.3.1. Number of research projects funded by government and non-government agencies during the last five years
	
	  HEI Input :
	  00
	
	    3.1.3.2. Number of full time teachers worked in the institution during the last 5 years
	
	  HEI Input :
	  24
	
	Attached Documents :
	
	1.Any additional information
		Please provide: • List of teachers along with the department affiliation, title of the funded project, the amount and the funding agency during the last five years.	We have no Research Project funded by Government or non government agencies	No Change

3.2.2	Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years 3.2.2.1. Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years HEI Input : 	2018-19	2017-18	2016-17	2015-16	2014-15
25	20	15	16	16 | Recommended Input : | 2018-19	2017-18	2016-17	2015-16	2014-15

1	1	2	0	1	
					
					  Remark :
					  Only programs related to the metric are accepted.
					
					Attached Documents :
					
					1.Report of the event
					2.List of workshops/seminars during the last 5 years
					3.Any additional information
						• Detailed report for each program. • Brochure/Geo tagged Photograph with date and captions; title of the workshops / seminars conducted. • Details of resource persons. provide : input proofs	We have provided reports in tabulated form. The file is attached here.
							
							Supporting Document:
							   3.2.2 Final to
							   be uploaded.pdf
								Changed After Clarification

3.3.1	The institution has a stated Code of Ethics to check malpractices and plagiarism in Research HEI Input : Yes Attached Documents : 1.Institutional data in prescribed format 2.Any additional information	Please provide : • List of faculties along with the name of the research scholars / Guide during the assessment period. • Guideship should be valid during the assessment period.	Hereby we are submitting list of faculties with the details of research scholar. Supporting Document: research on going.pdf	No Change

3.3.4	Number of research papers per teacher in the Journals notified on UGC website during the last five years 3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years HEI Input : 	2018-19	2017-18	2016-17	2015-16	2014-15
10	06	20	18	19 | Recommended Input : | 2018-19	2017-18	2016-17	2015-16	2014-15

1	0	0	0	0	
					
					  Remark :
					  None of the entries were complete with link to UGC Care. Only one of the claimed journal could be found in UGC Care.
					
					Attached Documents :
					
					1.List of research papers by title, author, department, name and year of publication
					2.Any additional information
						please provide: Web-link provided by institution in the template which redirects to the journal webpage published in UGC notified list also provide: a legible document	List is attached herewith.
							
							Supporting Document:
							3.3.4_158270549
							4_4384.xlsx
								Changed After Clarification

3.4.3	Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years	Please provide: ttrsnslated proper captions and dates Detailed program report for each extension and outreach program should be made available, with specific mention of number of students and collaborating agency participat	The File is attached herewith proper student participants are given.	Changed After Clarification

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., year-wise during the last five years

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
28	29	31	28	40

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark :
All supporting documents are in regional language.

Attached Documents :

1.Reports of the event organized
2.Number of extension and outreach programs conducted with industry,community etc for the last five years
3.Any additional information

Supporting Document:
3.4.3 final
upload_compress
ed.pdf

3.5.1	Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years	Please provide: Detailed program report for each extension and outreach program should be made available, with specific mention of number of students and collaborating agency participated and amount generated	we have provided reports in tabulated form. The file is attached herewith.	Changed After Clarification

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

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

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
43	21	42	19	30

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark :
Copies of collaboration/related documents not provided. Provided documents are in regional language. Photos and newspaper clippings not captioned and have no dates.

Attached Documents :

1.Number of Collaborative activities for research, faculty etc
2.Copies of collaboration
3.Any additional information

Supporting Document:
3.5.1 final edited photo_compressed.pdf

4.1.3	Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc 4.1.3.1. Number of classrooms and seminar halls with ICT facilities HEI Input : 16 Attached Documents : 1.Number of classrooms and seminar halls with ICT enabled facilities 2.any additional information 3.Link for additional information which is optional	Please provide: • Geo-tagged photographs of all ICT enabled class rooms /seminar halls with caption . hei input doesnot match the no of photographs provided.	Geo Tag photo of the classrooms are attached. Supporting Document: 4.1.3 final ICT FACILITY.pdf	No Change

4.1.4	Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years. 4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs) HEI Input : 	2018-19	2017-18	2016-17	2015-16	2014-15
500000	2000000	700000	300000	1400000 | Recommended Input : | 2018-19	2017-18	2016-17	2015-16	2014-15

5	20	7	3	14	
					
					    Remark :
					    Edited to INR in Lakhs. Confirmed as per account officer attested consolidated document.
					
					Attached Documents :
					
					1.Details of budget allocation, excluding salary during the last five years
					2.Audited utilization statements
						Kinldy provide : conlsidated , highlighted Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years • Provide the consolidated fund allocation towards infrastructure augmentation facilities	The file is attached here.
							
							Supporting Document:
							Buget final upload_compress ed.pdf
								Changed After Clarification

| 4.2.3 | Does the institution have the following:

    1. e-journals

    2. e-ShodhSindhu

    3. Shodhganga Membership

    4. e-books

    5. Databases

HEI Input :
A. Any 4 of the above

Attached Documents :

1.Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc
2.Any additional information | Kinldy proivde: • E-copy of the letter of subscription /member ship in the name of HEI. • Screenshots of the facilities claimed with the name of HEI. • Specific details in respect of e-resources selected. | The document is attached herewith.

Supporting Document:
   Doc.pdf | No Change |

| 4.2.4 | Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs) | Kinldy provide : conlsidated , highlighted Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years • Provide the consolidated fund allocation towards infrastructure augmentation facilities | Duly signed expenditure statement is attached herewith. | Changed After Clarification |

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

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
196303	256118	325698	251945	182835

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
1.96303	2.56118	3.25698	2.51945	1.82835

Remark :
Edited to INR in Lakhs. Confirmed as per CA attested consolidated document.

Attached Documents :

1.Details of annual expenditure for purchase of books and journals during the last five years
2.Audited statements of accounts
3.Any additional information

Supporting Document:
final library uploaded.pdf

4.3.2	Student - Computer ratio Attached Documents : 1.Any additional information	Please provide: • Number of Computers available for student use only • Bills for the purchase of computers. • Highlight the entries of computers purchased in the stock registers.	The File is attached herewith. Supporting Document: dead stock dvv.pdf	No Change
4.3.3	Available bandwidth of internet connection in the Institution (Lease line) HEI Input : >=50 MBPS Recommended Input : <5 MBPS Remark : Proof of bandwidth not provide/ not legible. Attached Documents : 1.Any additional information	Kindly provide: • Bills for any one month/one quarter of the latest completed academic year indicating internet connection plan, speed and bandwidth and the HEI's name. • E-copy of document of agreement with the service provider.	File is attached herewith. Supporting Document: GTPL.pdf	Changed After Clarification

| 4.4.1 | Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years | Please provde: consolidated audited income and expenditure statement highlighting the items of expenditure incurred on maintenance of physical facilities and academic support facilities duly certified by Head of the Institution and CA. | Duly signed Expenditure statement is attached herewith. | Changed After Clarification |

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

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
468335	1151785	688904	647967	681204

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
4.68335	11.51785	6.88904	6.47967	6.81204

Remark :
Edited to INR in Lakhs. Confirmed as per CA attested consolidated document.

Attached Documents :

1.Details about assigned budget and expenditure on physical facilities and academic facilities
2.Audited statements of accounts.
3.Any additional information

Supporting Document:
academic & physical expenditure 4.4.1.pdf

| 5.1.1 | Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years | Kindly provide: • Upload sanction letter of scholarship and freeships for the following students : Patkar Divyesh Arvindbhai FY BCOM-407 36 Halpati Kiran Rajnikantbhai FY BCOM-430 37 Halpati Ganesh Amrutbhai FY BA- 122 38 Rathod Sagar Pravinbhai FY | Government is not approving individual scholarship, they approve the whole list of the college. so there is no student wise or individual scholarship order. The file here attached with list of students highlighted. | Changed After Clarification |

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

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
811	809	808	868	795

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
111	155	198	192	232

Remark :
Freeships under Kanya Kelavani is accepted. Could not verify Postmatric scholarships as translated versions of supporting documents were not provided.

Attached Documents :

1.Upload self attested letter with the list of students sanctioned scholarships
2.Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years
3.Any additional information

Supporting Document:
    5.1.1.pdf

| 5.1.2 | Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years | Kindly provide: CHIRAG DHAYABHAI ANJARA T.Y.B.A.121 71 AAISHWARYA DHARMENDRA WADEKAR T.Y.B.COM.156 72 ANJALIBEN ANILBHAI RATHOD S.Y.B.COM.117 73 Pratikkumar Girishbhai Mahyavanshi T.Y.B.COM.79 74 | Data of free ship provided by institute is given in the file. Exam Fees that is paid by the faculties , is paid online on university portal, so there is no particular receipt of that exam fees. while Government scholarship is given in bulk, so institute does not have individual student data. | HEIs Clarification Accepted |

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

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
827	822	817	871	825

DVV suggested Input :

2018-19	2017-18	2016-17	2015-16	2014-15
16	13	9	3	30

HEI clarification Input :

2018-19	2017-18	2016-17	2015-16	2014-15
16	13	9	3	30

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
16	13	9	3	30

Attached Documents :

1.Any additional information

Supporting Document:
5.1.2 final upload scholarship.pdf

5.1.3	Number of capability enhancement and development schemes – 1. For competitive examinations 2. Career counselling 3. Soft skill development 4. Remedial coaching 5. Language lab 6. Bridge courses 7. Yoga and meditation 8. Personal Counselling HEI Input : A. 7 or more of the above Recommended Input : C. Any 5 of the above Remark : No supporting documents provided for remedial coaching and personal counselling. Attached Documents : 1.Details of capability enhancement and development schemes 2.Any additional information 3.Link to Institutional website	please provide: • Web-link to particular program/scheme mentioned in the metric • Copy of circular /brochure /report of the event • Geo tagged Photographs with date and caption for each scheme or event. also provde: 3. Soft Skill Development : 2018-	List of students, reports and some glimpses of the event is given in the file. Supporting Document: soft final.pdf	Changed After Clarification

5.1.4	Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years 5.1.4.1. Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years HEI Input : 	2018-19	2017-18	2016-17	2015-16	2014-15
1343	821	792	753	779 | Attached Documents : 1.Number of students benefited by guidance for competitive examinations and career counselling during the last five years 2.Any additional information	Please provide: • Copy of circular/brochure/repor of program with photographs and captions of such programs along with the details of the resource persons. • Year-wise list of students attending each of these schemes signed by competent	students data, photographs and report by the respective institute is attached herewith. Supporting Document: competitive-mer ged.pdf	No Change
5.1.6	The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases HEI Input : Yes Attached Documents : 1.Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee 2.Details of student grievances including sexual harassment and ragging cases 3.Any additional information	Please provide: • Proof of constitution of Internal committees / Grievances Committee formation / other committees as per UGC norms // also provide: • Circular/web-link/ committee report justifying the objective of the metric	The file is attached. Supporting Document: 5.1.6 final page.pdf	No Change

5.2.1	Average percentage of placement of outgoing students during the last five years	Kindly provide: all • List of students placed along with placement details such as name of the company, compensation, etc year wise duly certified . appointment letters of the following students also required : 2018-19 2 Deep Bumtariya Mob No.9586588392	The File is attached.	Changed After Clarification

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

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
145	117	146	36	25

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
24	12	22	3	13

Remark :
HEI has not provided any supporting documents as per SOP to claim the students were placed through placement drives at campus or other HEIs. Input edited aftter removing self employed claims.

Attached Documents :

1.Self attested list of students placed
2.Details of student placement during the last five years
3.Any additional information

Supporting Document:
stu appoi.pdf

5.2.2	Percentage of student progression to higher education (previous graduating batch)	Pleae provide: • Upload supporting data for students who have joined for higher education in prescribed format for all the years in the assessment period. also provide: • Proof like admission letters or identity cards or higher degree certificates for selected	Sir, we have prepared list of students progression to higher education as per the transfer certificate taken by the students after completing their graduation degree from our institute. DVV suggested students is of 2014-15 and 2016-17, our institute has more than 60% girl students	No Change

5.2.2.1. Number of outgoing students progressing to higher education

HEI Input :
95

Attached Documents :

1.Upload supporting data for student/alumni
2.Details of student progression to higher education
3.Any additional information

Supporting Document:
higher
finale.pdf

| 5.2.3 | Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations) | Please provide: • List of students year-wise under each head • Qualifying Certificates of the students taking the examination year wise under each category confirm changed hei input . also provided datas for Number of students who have appeared for the exams year-wise | 1. We have attached the documents and the changed figure as per the DVV. 2. for the query- numbers of the students appeared in exam, file is attached. | Changed After Clarification |

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

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	01	01	02

DVV suggested Input :

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	01	02	01

HEI clarification Input :

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	01	02	01

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	01	02	01

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

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
251	291	283	308	350

Recommended Input :

Supporting Document:
5.3.2.pdf

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	2	1

Remark :
As per HEI clarification.

Attached Documents :

1.Upload supporting data for the same
2.Number of students qualifying in state/ national/ international level examinations during the last five years

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

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

HEI Input : | Please provide: ttranslated report of the event, along with photographs appropriately dated and captioned year-wise. // participation Certificates of specified students and • List of students participated in different events year wise. | Translated reports, notices, Certificates, photos and newspaper reports are attached in the file. | Changed After Clarification |

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
37	31	41	30	33

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

Supporting Document:
5.3.3 aptadhara_compressed_compressed_compressed.pdf

Remark :
All activities conducted under an event will be counted as one event. Community activities are not considered here.

Attached Documents :

1.Report of the event
2.Number of sports and cultural activities / competitions organised per year
3.Any additional information

5.4.2	Alumni contribution during the last five years(INR in Lakhs)	Please provide: • Annual audited statements of accounts of HEI highlighting Alumni contribution duly certified by Chartered Accountant. • List of alumnus/alumni with the amount contributed year wise to the institutions.	The file is attached here.	Changed After Clarification
	HEI Input : ≥ 5 Lakhs			
	Recommended Input : <1 Lakh			
	Remark : No relevant proof submitted.			
	Attached Documents :			
	1.Any additional information 2.Alumni association audited statements		Supporting Document: alumni-merged (1) road pics.pdf	
6.2.3	Implementation of e-governance in areas of operation	Please provide : • Institutional expenditure statements for the heads of E-governance implementation reflected in the audited statement. • ERP Document • Screen shots of user interfaces of each module reflecting the name of the HEI. •	The File is attached here.	No Change
	1. Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5. Examination			
	HEI Input : A. All 5 of the above			
	Attached Documents :		Supporting Document: egov.pdf	
	1.Screen shots of user interfaces 2.ERP Document 3.Details of implementation of e-governance in areas of operation Planning and Development,Administration etc 4.Any additional information			

| 6.3.2 | Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years | Please provide:• Policy document on providing financial support to teachers • E-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year wise under each head. • Audited statement of account highlighting the financial support to | The File is attached here. | Changed After Clarification |

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

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
08	24	23	24	21

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	2	1	0

Remark :
Supporting documents as per SOP not submitted.

Attached Documents :

1.Details of teachers provided with financial support to attend conferences,workshops etc during the last five years
2.Any additional information

Supporting Document:
6.3.2 final editing (1).pdf

| 6.3.4 | Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years | Please provide: details of the following teachers 2015-16 (18) Faculty Development Programme (3) One week Faculty Development Programme // 2016-17 (1) One week Faculty Development Programme | The file is attached here. | Changed After Clarification |

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

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
06	04	01	21	03

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
06	04	00	18	03

Remark :
Programmes of duration less than a week not accepted.

Attached Documents :

1.IQAC report summary
2.Details of teachers attending professional development programs during the last five years
3.Any additional information

Supporting Document:
   fac 1.pdf

6.5.3	Average number of quality initiatives by IQAC for promoting quality culture per year 6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years HEI Input :	Please provide: • Supporting documents pertaining to NIRF (along with link to the HEI's ranking in the NIRF portal). • ISO certificate / NBA certificate or quality certificate from any recognized state/national / international agencies for the assessment	Our institute has participated in NIRF. Document is attached herewith for the same.	Changed After Clarification

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
20	16	13	12	10

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	6	5	4

    Remark :
    Programs under one category (introduction of certificate courses, community outreach activities etc) are grouped together. They are accepted as separate programs in various other metrics. Supporting document provided as MoM in the HEI website.

Attached Documents :

1.Number of quality initiatives by IQAC per year for promoting quality culture
2.IQAC link

Supporting Document:
    nirf final.pdf

7.1.3	Alternate Energy initiatives such as:
	
	    1. Percentage of annual power requirement of the Institution met by the renewable energy sources
	
	   7.1.3.1. Annual power requirement met by the renewable energy sources (in KWH)
	
	HEI Input :
	8640
	
	Recommended Input :
	1.4
	   7.1.3.2. Total annual power requirement (in KWH)
	
	HEI Input :
	38426
	
	Recommended Input :
	38426
	
	Remark :
	60 W Solar Panel.
	
	Attached Documents :
	
	1.Details of power requirement of the Institution met by renewable energy sources
	2.Any additional information
		Geotagged photos of energy sources Proof in support of energy sources (Invoice etc.) Green audit report Renewable energy installation bills or maintenance bills can also be provided	The file is attached.
			
			Supporting Document:
			7.1.3 final upload green_compressed.pdf
				Changed After Clarification

| 7.1.4 | Percentage of annual lighting power requirements met through LED bulbs

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

HEI Input :
14085

Recommended Input :
0
  7.1.4.2. Annual lighting power requirement (in KWH)

HEI Input :
14085

Recommended Input :
14085

Remark :
Relevant supporting documents nt submitted.

Attached Documents :

1.Details of lighting power requirements met through LED bulbs
2.Any additional information | Please provide: Green audit report   Any supporting document in proof of same | Green Audit report is attached herewith.

Supporting Document:
   Green Audit
     Report.pdf | Changed After Clarification |

7.1.8	Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years	Provide: consolidated Audited financial statement highlighting the expenditure on green initiatives and waste management Provide the budget extract of audited statement specifically towards expenditure on green initiatives and waste management duly	The File is attached here.	Changed After Clarification

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

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
215168	213720	173994	282235	83737

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
2.15168	2.13720	1.73994	2.82235	.83737

Remark :
edited to INR in Lakhs. Consolidated statement is certified by CA but copy of expenditure statement with relevant sections highlighted not provided.

Attached Documents :

1.Details of expenditure on green initiatives and waste management during the last five years
2.Any additional information

Supporting Document:
7.1.8 expenditure green.pdf

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

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

HEI Input :
B. At least 6 of the above

Recommended Input :
D. At least 2 of the above

Remark :
Ramp Physical facility-wheelchair Scribes for examination

Attached Documents :

1.Resources available in the institution for Divyangjan
2.Any additional information | Please provide: hightlighted Bills and invoice/purchase order/AMC in support of facility | Student details, photos of the facility, scribe facility document, In voice of the Ramp is attached herewith.

Supporting Document:
7.1.9 Final 2.pdf | Changed After Clarification |

7.1.10	Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years	Please provide: Summary report of each program conducted. Copy of circular/brochure/ report of the initiative/photos of the initiatives/news report // Number of specific initiatives to address locational advantages and disadvantages year-wise during the	We have provided all the details of the report in tabulate form. The file is attached here.	Changed After Clarification

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
15	19	24	15	23

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
0	00	0	0	0

   Remark :
   Proper supporting documents as per SOP not provide. Photographs are not captioned. Translated versions of reports are not provided for verification.

Attached Documents :

1.Number of Specific initiatives to address locational advantages and disadvantages
2.Any additional information

Supporting Document:
   7.1.10 pdf walu
     (2) (1).pdf

| 7.1.11 | Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere) | Please provide: name list and umber of initiatives taken to engage with and contribute to local community year-wise during the last five years | The file is attached here. | Changed After Clarification |

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

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
16	19	24	15	23

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
3	4	2	2	2

Remark :
Proper supporting documents as per SOP not provide. Photographs are not captioned. Translated versions of reports are not provided for verification.

Attached Documents :

1.Report of the event
2.Any additional information

Supporting Document:
7.1.11.pdf

| 7.1.17 | Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years | Please provide: participants details : Celebration of Earth Day jointly by municapilati,PWD and INDA fuondation 24.4.15 100 Death Anniversary of "Mahatma Gandhi" [NIRWAN DIWAS] 30-01-2015 82 "Mother Tongne Day" [Matrubhasa Diws] 21- | details of students and report of celebration is attached herewith |

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

HEI Input :

2018-19	2017-18	2016-17	2015-16	2014-15
24	17	23	15	21

Recommended Input :

2018-19	2017-18	2016-17	2015-16	2014-15
15	14	15	10	14

Remark :
All activities conducted during one celebration/ day grouped together.

Attached Documents :

1.List of activities conducted for promotion of universal values
2.Any additional information

Supporting Document:

SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

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

ROFEL CAMPUS VAPI NAMDHA ROAD P.B. NO. 67 NEAR LAKHAMDEV
TALAV VAPI (WEST) GUJARAT 396191
396191
rofelacc.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

March 2020

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

1.1 Introduction

In absence of higher education facility in this rural area, our ROFEL TRUST took initiative and established 'Smt. C.D. Jhobalia Rofel Arts and Smt. I. S. R. Achchhariwala Rofel Commerce College, Vapi', district Valsad in 1989.

Our college's motto is "Enlighten to Excel", makes possible endeavors to impart quality and skill based education with a teamwork of 4D- Decision, Direction, Dedication& Discipline. Due to this we have created Educational Environment.

Vapi is an industrial belt; many people come from all over India and cater to their education needs, we have started self-finance English medium commerce divison in UG and PG in grant-in-aid mode.

We have created quality and employable education and our institute has been awarded by 'International Business Council' for outstanding performance, 2004. Our institute is re- accredited with 'B' grade in **AAA by KCG, Government of Gujarat, 2015**, also has been awarded 3 stars in **GSIRF, 2019.** We have successfully participated in **NIRF** and **ARIIA**. We are running Dr. BABA SAHEB AMBEDKAR OPEN UNIVERSITY study centre.

Our college is working for the welfare of socially and economically backward class and there is no distinctive wall of caste and creed.

 Our NSS volunteers undertake a unique program 'Traffic Survey' and 'Tree Census' with the help of Vapi Municipality.

To take initiative and Leadership, our institute is carrying out   various university and district level ventures.

- **Youth parliament**- provides platform to get acquainted with the working strategies of parliament.
- **Placement fair** provides opportunity for employment, learners can get chance to face interview and enhance their skill.
- **Cross country race** is a university level initiative where students from various colleges come together and learn various ways of physical fitness with unity, integrity and brotherhood.

Type of institute: Institute is affiliated to **Veer Narmad South Gujarat University, Surat,** and Co-educational, Grant-in-aid institute, recognized with **UGC 2(f) & 12B** certificates. It offers 4 UG and 2 PG programmes in Gujarati and English medium. Our institute has research guides in the following subjects: Economics, Commerce, Accountancy and Psychology. It is located in the semi urban area, spread in 9 acre land.

Vision

VISION:

- To empower the tribal youth with values and skills that will make them good citizens contributing quality to the national and global corporate world.

Mission

MISSION:

- To make available adequate eco system for skills development
- To develop a framework of ethical values
- To inculcate a spirit of team work, social and national responsibility
- To create opportunities for start-up training

Core Values

- **Respect:** value every individual with words and actions.
- **Skills:** Get Skilled, be somebody, be useful to yourself, parents and community.
- **Commitment:** to quality, lifelong learning, enterprise, dignity of labor & integrity.
- **Efforts:** never give up
- **Responsibility:** Being capable and accountable for maximum duties.
- **To implement our vision, mission and core values, the institute adopts the following strategies.**
- Creating hard working environment for learners to see the problems as an opportunity.
- Discipline and Dedication to reach the goal of Excellence.
- Following "4Qs"- 'IQ' (Intellectual Quotient), 'EQ' (Emotional Quotient), 'SQ' (Spiritual Quotient), and 'CQ' (Creativity Quetient) in Educational activities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Proactive and visionary management
- Principal served as a NAAC PEER Team memeber many times.
- Principal serving as DEAN , Arts faculty, VNSGU, Surat for consecutively second term.
- Experienced, enthusiastic and qualified faculties.
- Quality & employable education at affordable coast
  - Providing an education to rural area students. Some of them are the first generation of their family in the field of education.
  - Rich infrastructure facility with R.O plant, ramp and wheel chair for DIVYANGJAN.
  - Gender neutrality
  - MOUs with NGOs.
  - Optimum utilization of institutional resources.

- Wi-Fi Campus.
- Regularity of students and excellent student support
- University Rankers from Economics, Commerce and Sanskrit..
- Staff -students safety and discipline is a prime concern
- Religion-creed-caste-gender independent institute
- Various Social outreach programmes through NSS, NCC.
- Collaboration with Vapi Municipality for Conducting SWACHCHHATA ABHIYAN, health awareness, No Plastic drive that is helpful for social upliftment of Vapi.
- Active Research Committee to conduct various seminars, workshops.
- Useful courses like GST, Tally, Beauty care & culinary
- Self Defence Programme to empower our girl students.
- Finishing school programme to enhance our Learner's skills.
- SCOPE English learning programme for global competency.
- Providing Job opportunities through UDISHA Club (Placement Cell).
- Eco Friendly campus.
- Unity and Harmony like PARIVAR
- Implementing value of tradition through **classical languages.**
- Conducting classes for Competitive Exam Preparation- NET, SLET
- Providing e- lectures by various experts through SANDHAN (BISAG).
- Excellence in promoting values like Patriotism, self-reliance, secularism, social service and culture.
- YOGA and PRAYER are daily activity.
- Well-equipped library with internet facility.
- Helping Needy students.
- Girls' common room equipped with all facilities along with Vending Machine.
- We regularly organise lectures and seminars for Holistic Development.
- Health awareness: Thalassemia, sickle cell, eye, dental and medical check-up.
- Literary club, UDISHA Club (Placement Cell), Saptdhara (Cultural Club), Economic Forum are the active part of the institute.
  - Distributing E-tablet to newly admitted students from Government of Gujarat for last 3 years.
- Active Anti-ragging cell, Grievance redressal cell, Women cell, IQAC cell, Internal Complaint Committee.
- Conducting various online exams.

Institutional Weakness

:

- Slow research and publication activity
- Limited Numbers of MOU.
- Lack of adequate academic linkages at global level.
- Dependence on rural environment
- Shortage of non -teaching staff due to government policy
- Limited conveyance facilities

Institutional Opportunity

- Introducing more innovative and market driven courses.
- Professional linkages.
- Emerging new student-centric pedagogy for achieving excellence at academic level.
- Initiating new programmes and course for women.
- Semi - urban student's background.
- Online examination
- Potentials for launching more job oriented vocational program
- Coaching students for various competitive exam
- Attempt to increase numbers of MOUs.
- Scope to increase faculty and student exchange program.

Institutional Challenge

- Try to decrease dropout rate.
- To increase the employability skills of students.
- Strengthening the public relation for raising funds.
- Developing use of LMS & MIS for virtual classes.
- Finding time slots to introduce short term courses
- Delay in sanctioning of administrative post by government
- Lack of encouragement from uneducated and poor parents to their children for higher education
- Stressful social atmosphere and career challenges adversely affect the mental health of the students and their performance
- The full potential of Alumni are not yet trapped
- Ensure job opportunities and placement

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is Grant-in-aid and affiliated to the Veer Narmad South Gujarat University, (VNSGU) Surat. It is a co -education institution recognized under 12 B &2F of UGC Act. It follows the university – prescribed curriculum with effective manner, IQAC prepares Academic calendar as per university

schedule and department –wise faculties prepare and implement their teaching plans.

Courses are undertaken by the faculties according to their specialisation. They work out their own plans commensurate with available working days. They adopt innovating teaching methods and techniques for effective delivery. The IQAC periodically monitors teaching-learning, co- curricular - extra-curricular activities and research including community outreach programs. Result-analysis, feedback and progression ensure optimal success.

Faculties take recourse to proper use of ICT resources. The college provides best possible infrastructural facilities for effective implementation of syllabus. Library has rich repertoire of books encompassing almost all subjects under the syllabus. Library is equipped with **INFLIBINET** and **Koha** facilities. It has other CD and audio-visual materials as well.

Most of the teachers participate in BOS (Board of Studies) and take wide range of responsibilities at University level. Principal of the college enjoys the distinction of being **DEAN, Arts faculty, VNSGU for two consecutive terms**. Two of our members worked as Chairman, BOS in past.

Faculties apply their BOS experience for curricular designing and subsequent approval of the DEAN of the concerned faculty. College offers certificate courses in **Tally, GST & Finishing school for quality and skill development. SCOPE (CPT/BULATS) courses are** conducted to increase proficiency in English. Value added courses like Beauty care & culinary, Self Defense and Vocal Music are conducted by the institute. Guest Lectures enrich curricular awareness also. It has signed number of MOUS with various organizations. Student are involved in community services also. Feedbacks are used for corrective measures.

- Academic calendar
- Faculties as BOS member
- Principal as the DEAN of Arts faculty
- Finishing School- Certificate Course by Gujarat Government.
- Certificate GST, Tally, & SCOPE
- Enrich library with internet facility
- Self-defense, Beauty & Culinary and Vocal Music – as a Value added course.

Teaching-learning and Evaluation

The main objective of this college is to ensure high academic and ethical standard through quality education. A systematic process is followed by the college through on-line method under the guidance of affiliating university, VNSGU, Surat. It observes strict compliance in admitting students considering merit, reservation policy and differently abled candidates through University. The admission process is well publicized and transparently documented. Faculties try their level best to cater to the diverse academic needs.

Slow learners are suitably helped to raise their excellence level through constant counselling and remedial

measure. Courses on Tally, GST, Self-defence, culinary & beauty care and music, etc are offered to improve their inner strength. It also undertakes **study tour, Industrial visit, field Survey, G.K. Tests, NET, SLET-competitive examination guidance**, counselling at different levels to make them more competitive. Online examinations is also a part of teaching learning for updated version of globe. our faculties use ICT for effective teaching. Overall 20 permanent, 04 Ad hoc and 34 visiting teaching members render their services in pursuit of excellence.

In the beginning of term mentor -mentee division is made. The institution and IQAC always make effort to develop and execute strategies for **CIE**. Internal evaluation is done on the basis of examination, attendance, library assignment, case-studies, viva, MCQS, online-tests, etc. Evaluation is transparent and grievances are addressed. Desired objectives of the courses based on PO, PSOs and COS are outlined and students are updated in this regard also. The college strictly follows the university CBCS Curriculum and exam pattern. All these activities help students to achieve excellence and secure university Ranks also. Three of our students got Gold medal in M.A. Economics in 2017. One of our students has topped in Economics Subject (M.A) and other one is a topper in Mercantile Law (T.Y.B.Com) subject at university level.

- Transparent Admission Policy and Examination with CBCS Curriculum
- Reservation and merit policy
- Counselling for Advance learners and slow learners.
- Study Tour, Industrial Visist, Field Survey, GK Test, NET/SLET – competitive examination Guidance.
- ICT Base Classes
- Continuous Internal Evaluation
- Case Study, MCQs, Viva Voce
- Online subject related examination

Research, Innovations and Extension

The college offers all possible opportunities to promote research for academic and social benefits. 11 teaching faculties and one librarian have PhD degree, out of them five (Ph.D.) and two (M.Phil) are research guides in their respective subjects. Institute encourages faculties for research by extending financial help.

To motivate research in our students, institute undertakes research term paper at PG level (MA Economics) that gives them practical experience of field survey.

More than 70 research articles have been published in National and International journals in last five years. Faculty members have successfully published more than 15 books as authors and co-authors. One of our faculty member has worked as a reviewer of 'Asian research journal of Arts and Social Sciences'. Other faculty has got certificate of Excellence for research paper.

Few MOUS have also been clinched to encourage training programmes for students. Majority of teachers have attended National and International seminars, workshops, conferences including paper presentation. Teachers and students actively participate in maintaining innovative Ecosystem through relentless community services. Institution has organised National level seminars, workshops during last five years. some of our faculties have attended Orientations and Refreshers course too.

The institution is committed to extend community service through NSS volunteers. Majority of volunteers have carried out various activities pertaining to health awareness, cleanliness (Swachchhata), tree plantation (environment), safety (traffic) etc. Institution has a distinction of appreciation award from **Vapi Municipality** for cleanliness campaign. Two volunteers of NSS won best volunteer award in the last five years. Institution aims at promoting industry-Institution interface also.

- Qualified and experienced Faculties
- Research Guides in Economics, Accountancy and Commerce
- Published more than 70 research articles
- Published more than 15 books
- MOUs with NGOs
- Attended National, International seminars and workshops
- Innovative Ecosystem
- Institute has arranged National Seminars and workshops
- Award from Vapi Municipalityfor NSS activities
- Two Students awarded as BEST NSS Volunteers.
- Conducted workshop on "How to write research Paper'

Infrastructure and Learning Resources

The Institution consists of 40483.27 Square meters land area having built up area of 3504.99 SQMs. It has 16 classrooms out of which 12 are smart classes. There is well equipped one seminar hall, one Auditorium (common for trust colleges) and conference hall. Notices to the Students are communicated through Central Audio System. All the important rooms are connected with intercom. We have language Lab with 25 computers, web cams, headphones, printer, scanner and two air conditioners. It is also used for online admission process, printing examination hall tickets etc. The entire campus is under CCTV surveillance.

In order to facilitate techno- savvy ambience, college has Wi-Fi facility possessing total number of 81 computers, 17 laptops and 1323 tablets.Computer lab, language lab and administrative office are LAN connected. It has a faculty room with a seperate washrooms for Male & Female members. It has computers & internet facility also.

The Institution has a large library with adequate numbers of tables, chairs, cupboards and computer with internet facility. It also has separate research and staff reading area. It has a rich repertoire of well-stocked books for UG and PG programmes. It enjoys the membership of **INFLIBINET and Koha** for e-journals and e-books. It has 23593 books and more than 74 journals/magazines encompassing various areas. It boasts of some rare books. Admin office has adequate infrastructure consisting of computers, printer, internet facility to facilitate e-governance in admission, planning, finance, examination, student support and record keeping.

- Smart classes with LCD projectors and other audio-visual aids
- Principal Office
- Administrative Office
- LED television

- Language, Computer & Psychology labs
- Internet -NaMo and GTPL Wi-Fi facility
- Techno-savvy ambience
- Two photocopy machines
- Two Copier Machine
- 40 CCTV cameras
- Generator (KVA 50, 415 Volts)
- INFLIBNET and Koha software
- 23593 Books- CDs-DVDs, 74 journals & magazines, and rare books,
- 11 newspapers in Gujarati, Hindi & English
- Security Quarters, Cabin
- Six Solar Street Lights
- UPS
- Canteen
- Water Harvesting, Compost pits system
- Students' Parking with Shed.
- Playground, Gymkhana
- Girls' Common room, BISAG
- RO Plant
- Strong Room
- NSS , NCC, women Cell, IQAC Cell
- Musical Instruments
- 11 Printers & 04 scanners
- Compost pits

Student Support and Progression

STUDENT SUPPORT & PROGRESSION

The institution extends all support and resources to the students to accomplish their academic and career goals. Financial support through scholarship is provided by the government, faculties and NGOs. Faculties also extend helping hands to the needy students. College offers opportunity for capability enhancement, remedial classes, Communication Skills, Yoga, meditation and personal mentoring.

There are different cells like **Grievances Redressal Cell, Women Cell, ST/SC Cell, IQAC Cell, Internal Complaint Committee, anti-ragging, discipline committee** to resolve and redress problems which students face. UDISHA (placement cell) organizes placement drive to motivate students to go for job pursuit. It also conducts Skill development and overall personality development programs. Finishing School Project of Gujarat Government provides learners with various skill development like interview technique, etiquettes, body language, confidence building and much more.

Psychology Lab provides counselling. College promotes campaign for Deaddiction drive, AIDS awareness campaign, Cleanliness drive and literacy mission. Various certificates, Value-added courses are conducted for soft-skills and work skill enhancement. They are ably supported by **Women cell**.

Physical instructor conducts sports activity regularly. G.K Test, Sanskrit Gaurav Pariksha are conducted regularly. Guidance for competitive examinations is given to the students.

SAPTADHARA (Cultural Club) under its umbrella monitors participation of students for various cultural and academic activities. Students have won awards and medals in sports, cultural, NCC and NSS activities. Alumni keep on helping our institute by taking lectures, social campaign and in all possible areas.

We also have EARN WHILE LEARN Project in our college, in which Kinjal Patel (2014-15), Aalekh Kamli (2016-17) Aalekh Kamli, Chandani Kidecha, Kajol Patel, Harshil Joshi, Dharmesh Raval (2017-18), Jyoti kanojia (2018-19) have given their services along with study.

- Scholarship by Government, Faculties and NGOs
- Yoga Meditation, personal mentoring
- Grievance Redressal cell, Women Cell, SC/St Cell, IQAC Cell,
- Internal complaint committee, Discipline Committee, Anti ragging Committee, Library Committee, Research Committee
- Placement Fair by UDISHA Club
- Psychology Lab
- Cultural Committee
- Sports Facility
- Guidance for Various Competitive exam
- SAPTADHARA
- Alumni helps in all possible area
- Earn while Learn project

Governance, Leadership and Management

GOVERNANCE, LEADERSHIP AND MANAGEMENT

ROFEL TRUST runs various colleges. Our college is the first institute established by the **TRUST** which has carved a niche in its academic pursuits. Vision, Mission and Core values are well worked- out guiding force of the Institution. Management as an apex body believes in transparency, accountability and liberal governance. It gives free hand to the dynamic and scholarly leadership of the principal for **decentralised** management, participative decision- making for good governance. IQAC monitors viable strategic planning, implementation, accountability as well as transparency to accomplish goals and objectives of the Institution. Teachers are encouraged and helped to undergo **Orientation programs, Refresher courses, FDP (Faculty Development programme**) to get them updated with contemporary academic upgradation in order to enhance and sustain quality education. Teachers and students are made integral part of various Committees and Cells for sharing their views in decision making process. All these efforts paid dividend in enabling the student to obtain ranks at university level.

Overall governance and leadership lays more emphasis on professional development of the staff. Performance Appraisal system identifies shortcomings and necessary initiatives are made to enhance quality and core competencies. Teachers and students are provided with adequate financial and academic assistance. Institution enjoys commendable appreciation from academic bodies like **AAA (Government of Gujarat) and NIRF.** Financially, Institution undertakes internal and external audits regularly by professional chartered accountants every year. IQAC keeps eye on ongoing activities of the college and extends help to

comply with NAAC'S earlier recommendations.

- Orientation program, FDP, Refresher courses attended by faculties
- AQAR is regularly and timely submitted.
- Governance and leadership
- Leading by the leadership of a Principal
- Appreciated by AAA of KCG, GSIRF, NIRF, and ARIIA
- Regular Internal and external Audit by Government and Professional Chartered Accountants
- IQAC regularly meets to discuss overall development of the institute.
- Yoga and meditation for mental and physical health.
- Institution has effective welfare measures for Rofel PARIVAR
- Group Insurance scheme for all students.

Institutional Values and Best Practices

The college annually conducts more than 100 activities to orient students to recognise their hidden talents. The institution strictly observes discipline. College day, National festivals, gender equity programmes are conducted. Women Cell, ST/SC Cell along with other committees ensure safety, security, health, and cleanliness. College takes initiatives to encourage energy saving through solar, LED bulbs etc.

It also focuses on waste management including solid, liquid, and E-**waste. Green practices** as well as rain water harvesting are also in place. Students actively participate in rallies and other community programmes to develop awareness & 'say no plastic' in surrounding areas. The institution provides infrastructural facilities to **DIVYANGJAN** such as ramps, wheel chair, scribes for examination etc.

Number of specific initiatives were initiated during the last five years to address locational advantages and disadvantages. Self-defence, traffic safety, participation in job fairs, different cells, environment preservation, visit to nearby village for compost pit, essay competition, blood donation camp, Yuvak mahotsav, Youth Parliament are the activities conducted.

 Integrity is a core value, hence transparency is maintained in the financial, academic, administrative spheres. The college was established by ROTARY foundation for education and learning. Therefore, the social rootedness is quite clear. The location had a strong need of facilities of higher education for girls.

BEST PRACTICES:

1. **Yes! Women can:** Our institute has a distinctive vision for women education right from its establishment. Ratio of the girl students has been increasing every year. we are running certificate course of self defence, Beauty care & Culinary to make them self employed.

2. Plastic and pollution free clean campus.: For saving our environment we are strictly following no plastic program and undertook Paper bag and cloth bag training for the betterment of our globe.

3. YOGA and PRAYER is our daily practice for physical, mental and spiritual finess.

- Celebrating national days and festivals
- Safety, discipline,
- Vending Machine and disposal machine
- Rain water harvesting system, re -use of waste water of RO plant
- Waste management system
- Pedestrian friendly roads
- Dr. BabasahebAmbedkar Open University study Centre
- Ramp and wheel chair for DIVYANGJAN
- Daily Prayer and Yoga practice
- College Song

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SMT C.D.JHOBALIA ROFEL ARTS AND SMT I.S R. ACHCHHARIWALA ROFEL COMMERCE COLLEGE,VAPI
Address	Rofel Campus Vapi Namdha road P.B. No. 67 Near Lakhamdev talav Vapi (west) Gujarat 396191
City	VAPI
State	Gujarat
Pin	396191
Website	rofelacc.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Hemali A. Desai	0260-2462152	9825140508	-	rofelac@yahoo.com
IQAC / CIQA coordinator	M. U.Daru	-9374214281	9327719753	-	mudaru9@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	

Date of establishment of the college	17-07-1989

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Gujarat	Veer Narmad South Gujarat University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	21-11-1995	[View Document](#)
12B of UGC	21-11-1995	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

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

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	Gujarat State Institutional Ratings Framework KCG Department Education Government of Gujarat
Date of recognition	28-02-2019

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Rofel Campus Vapi Namdha road P.B. No. 67 Near Lakhamdev talav Vapi (west) Gujarat 396191	Semi-urban	9	3504.99

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Sanskrit	36	Higher Secondary	Gujarati,Sanskrit	180	74
UG	BA,Gujarati	36	Higher Secondary	Gujarati	210	99
UG	BA,Economics	36	Higher Secondary	Gujarati	210	173
UG	BCom,Accountancy	36	Higher Secondary	English + Gujarati	1215	1035
PG	MA,Economics	24	Garduation	Gujarati	158	85
PG	MCom,Accountancy	24	Graduation	English + Gujarati	316	144

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				17				3
Recruited	0	0	0	0	9	8	0	17	2	1	0	3
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				5
Recruited	0	0	0	0	0	0	0	0	1	4	0	5
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				15
Recruited	5	1	0	6
Yet to Recruit				9
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	4	6	0	1	0	0	11
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	5	2	0	1	1	0	9

27-09-2020 10:52:06

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	4	0	5

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	20	14	0	34

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	452	33	0	0	485
	Female	877	19	0	0	896
	Others	0	0	0	0	0
PG	Male	54	5	0	0	59
	Female	159	11	0	0	170
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	38	42	54	56
	Female	74	87	79	86
	Others	0	0	0	0
ST	Male	169	162	139	128
	Female	330	313	264	281
	Others	0	0	0	0
OBC	Male	154	154	134	171
	Female	380	432	431	515
	Others	0	0	0	0
General	Male	137	131	118	166
	Female	274	263	260	261
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1556	1584	1479	1664

3. Extended Profile

3.1 Program

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

Response: 188

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	6	6	6

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1556	1584	1479	1664	1733

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
1113	1029	995	927	873

File Description	Document
Institutional data in prescribed format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
251	291	283	308	350

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
21	21	21	21	18

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
21	21	21	21	18

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 17

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
50.04497	52.67048	45.91886	45.19309	38.47026

Number of computers

Response: 1424

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

RESPONSE: The Institute is Grant-in –aid College, recognized under 2 (f) and 12B of UGC ACT. It is affiliated to **Veer Narmad South Gujarat University** (VNSGU) Surat. As an affiliated institution, we follow the curriculum prescribed by the university. IQAC deliberates in detail all the contents in order to prepare a clear cut roadmap to deliver them in a most effective manner. After that it discusses the method of delivering the curriculum in detail with teaching faculties of different departments so as to enable them to chalk out their own teaching plan. The emphasis is more on making the teaching *STUDENTS -CENTRIC* and deliverance of the curriculum within stipulated time period. IQAC designs Academic calendar on the basis of University calendar.

CURRICULUM STRATEGY:

- The courses are assigned to the teachers according to their academic expertise and competency.
- With a view to enhancing teaching quality, the faculty members actively design innovative teaching methods and techniques for effective delivery. The IQAC closely monitors teaching learning process.
- Periodical review through result-analysis, feedback and progression ensures optimal success of teaching-learning.

CURRICULUM- EXECUTION

- The teachers devise their own teaching method including proper use of ICT and other state-of-the art resources to cater to the needs of the students.
- The college provides best possible infrastructural facilities for effective implementation of syllabus. Library is equipped with wide range of books belonging to different subjects to fulfill student's academic needs. Library committee always makes effort to enrich library on priority basis by adding latest books, journals, periodicals, CDS, DVDS and other audio-visual materials. News papers in Hindi, Gujarati and English are always there to enable students to keep them updated. Students and faculties can access online journal through N-List.
- Most of the Faculties provide experience-based materials to the students to facilitate academic preparedness.
- The advanced learners are encouraged to participate in different activities at various colleges. Teachers always extend necessary guidance on career promotion and explore jobs in diverse fields.
- Curriculum is supported by various innovative practice viz. certificate courses, inter-disciplinary courses to enhance the competence of the students and to meet the emerging global trends.
- Guest lecturers are invited from various academic and professional fields to build up their bright

career.

- College organizes frequent industrial and field visits for cutting edge experience, first hand exposure to the applied part of the subject, an effort in industry academia interface.
- The college has Knowledge Hub (Computer Lab and Language Lab) with well-equipped ICT gadgets for quality enhancement.
- Feed backs from various stakeholders are collected from time to time and analyze them for undertaking corrective and remedial steps.
- The institute also takes into consideration the valuable suggestions from faculty members attending conferences, orientations regarding the curriculum development.
- As per the suggestions and discussion of BOS, HODs follow those suggestions and shares them with the other faculty members, and they chalk out their teaching plan according to academic calendar.

To enrich the curriculum, institute also introduced GST, TALLY and SCOPE courses.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 11

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

2018-19	2017-18	2016-17	2015-16	2014-15
04	03	01	02	01

File Description	Document
Minutes of relevant Academic Council/BOS meetings	[View Document](#)
Details of the certificate/Diploma programs	[View Document](#)
Any additional information	[View Document](#)

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

Response: 166.67

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

2018-19	2017-18	2016-17	2015-16	2014-15
07	08	08	08	08

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

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

Response: 63.86

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

Response: 129

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document
Any additional information	View Document

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

Response: 100

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

Response: 6

File Description	Document
Name of the programs in which CBCS is implemented	[View Document](#)
Minutes of relevant Academic Council/BOS meetings.	[View Document](#)
Any additional information	[View Document](#)

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

Response: 6.82

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

2018-19	2017-18	2016-17	2015-16	2014-15
127	206	48	100	64

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

1.3 Curriculum Enrichment

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

Response:

College is affiliated to VNSGU, Surat so it follows university-prescribed curriculum. Students are sensitized to contemporary global concerns.

GENDER:

Women Development Cell, Anti - ragging cell, in tandem with other team members play a vital role in 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 cases. From time to time medical experts and legal experts deliver valuable knowledge on women related issues. To promote women empowerment, skill based courses like culinary, beauty care and self defence are

organized under women cell.

Students also learn gender equality and respecting each gender through a course **Population Education** introduce by university.

ENVIRONMENT AND SUSTAINABILITY

Right from the day one of the commencement of academic programme, students are taught and trained for environmental issues like global warming, pollution, climate change, degradation of soil, loss of biodiversity and ecological importance. Through a **compulsory course in Environment**, students are taught on various environmental aspects and sustainability. NSS works through its various activities like tree plantation, **"Swachchha Bharat Internship",** visiting place for manure preparation based on solid waste management. Emphasis is laid on **"Rain harvesting Awareness"** and **"Cleanliness**." We also initiated to have compost pit to prevent and use best of our environment.

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, fund-raising for various natural calamities and for the Blinds. Spirit of patriotism is inculcated by celebrating 15th August, 26th January, birth anniversaries of great national leaders as well as tribute on death 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, Upnishadas, and Bhagwat Geeta as prescribed in their syllabus.

PROFESSIONAL ETHICS

Professional ethics are instilled among the students through various activities for **"Soft Skill Development" under UDISHA Club (Placement cell). "Lakshya" Project and "Finishing school" provide training** to the students for different soft skills. Guest lectures and workshops are organized for skill development, personality development, mind power etc. Placement cells organize interview skills programme.

Students are encouraged to undertake industrial visits to closely understand professional ethics in management and overall work culture. Banking is our main stream course in commerce.

Since this college is predominantly of commerce stream, guest lectures are organized from time to time to acquaint students with ethics of work culture in industrial as well as business world.

File Description	Document
Any Additional Information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 4

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

Response: 4

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 0.06

1.3.3.1 Number of students undertaking field projects or internships

Response: 1

File Description	Document
List of students enrolled	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B.Any 3 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

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

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 8.25

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

2018-19	2017-18	2016-17	2015-16	2014-15
196	157	145	97	54

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

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 84.91

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

2018-19	2017-18	2016-17	2015-16	2014-15
683	789	569	763	773

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

2018-19	2017-18	2016-17	2015-16	2014-15
970	870	810	800	790

File Description	Document
Institutional data in prescribed format	[View Document]()
Any additional information	[View Document]()

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 92.57

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

2018-19	2017-18	2016-17	2015-16	2014-15
967	957	939	882	824

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

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

At the beginning of session, Institution undertakes following steps to assess the learning levels of the students:

Principal of the college along with the staff give the outlines of the programs and elaborates very **purpose** of academic pursuit.

Teachers of different departments provide orientation to the students and even experts are invited to make students aware of their goals and method to increase their performance.

 Teacher conducts oral tests and written test to assess the ability of the students. Advanced learners and slow learners are identified according to their performance.

·There is a constant interaction between teachers and students during classroom teaching. Such interaction enables them to identify their weakness and strength.

· Teachings plans are always there to bring out maximum from the performance of the students.

ACADEMIC DIVERSITY:

SLOW LEARNERS

In academic effort students differ in their aptitude, interest, learning level and knowledge quotient. Teachers try to pinpoint the shortcomings in the students' performance and initiate measures to enhance their academic output.

·Teacher adopts strategies to meet the requirement of the slow learners.

·Participative, students- centered teaching is adopted which involves cooperation from bright students also.

·Co-education throws opportunity for more competitive atmosphere.

· Periodical assessment is made through result analysis to initiate corrective method.

·Extra Classes are organized to help them.

·Students are encouraged to participate in different activities, also motivated as per their interest area and boost up their confidence level.

·Counselors, mentors, trainers extend help to deal with psychological, social, academic and personal problems.

ADVANCED LEARNERS

Advanced Learners are identified in the classrooms through their participation and quick response to difficult questions.   In order to further step up their performance:

Students are asked to solve problem of previous years question papers, discuss tricky questions and seek their suggestions also.

·   Project work is arranged to foster their critical ability and face cutting edge experience.

·   They are prompted to take part in seminars, workshops, presentations and group discussions.

·   Certificate courses in **GST, TALLY** are provided to improve their academic excellence.

·   Special coaching for NET and GSET.

·   Library offers all possible help to the advance learners.

·   They are motivated to appear in G.K test and other competitive examinations.

·   To get a success in different competitive exams, institute organized various seminars and guest lectures.

·   Students are encouraged to attend field project and industrial visits.

·   Prizes are given to the bright and advanced learners by the institute.

·   Advance learner are motivated to become members of **"saptadhara"** (Cultural Club), committees

to enrich their curricular, co curricular activities.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.2.2 Student - Full time teacher ratio

Response: 64.83

File Description	Document
Any additional information	[View Document](#)

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.06

2.2.3.1 Number of differently abled students on rolls

Response: 01

File Description	Document
List of students(differently abled)	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any other document submitted by the Institution to a Government agency giving this information	[View Document](#)
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

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

Response:

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

Participative learning

In order to involve students in the learning process, two-way teaching –learning

method are used:

- Case study is adopted in commerce stream.
- Mock – parliament, youth parliament, documentaries and guest lecture on burning social issues are organized.
- Our students also took part in 'CHHATRA PARISHAD AT PUNE'.
- 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 publish their literary work like poem, article , essay in college magazine **"Darpan"**
- "Together we can"- our students proved with every activity, especially paper bag making training and distributed to the surrounding community to say no plastic.
- Language lab encourages communication skill classes to make them orally more competent.
- Students make all out participation in theme –based poster, charts presentations , assignments and project
- Students are motivated to curricular activities like easy writing, elocution, etc both inside **and** outside college to boost up their confidence level and improvise their presentation & communication skill.
- Students actively participate as volunteers in organizing workshop, seminar, job fair, placement and many more, through which they learn the etiquettes and culture of management.

EX   EXEPERIENTIAL LEARNING

- Field visits: visiting mentally retarded child institute, Blind school, old age home, different villages for cleanliness to learn the actual experience of life.
- Every year students go to trekking at hillside area, learn different life style, to survive in low facilities and various techniques of trekking field.
- Educational tour, Industrial visit, Field survey, village tour for literacy provide them firsthand experience.

- Industrial visit, projects enable for cutting edge experience as well as managerial functioning.
- Group discussion, QUIZ, Debates, elocution, music competition, NSS activities, saptadhara all give opportunities to them for hands on experience.
- Teacher's day celebration: students enthusiastically conduct and participate. Students simulate the role play of teachers. Some active PG students take classes of UG students.

TECH   TECHNO – SAVVY APPROACH

- Optimal use of LCD, LED, smart board along with audio-visual facilities.
- Wi-Fi access enables students to reach out to various sources of information, frequent use of you-tub, interpersonal communication through whatsaap etc.
- Software such as Tally and other are available in computer lab.

Students are motivation for independent learning also by assigning them projects, complete library work using "N-list" and recently introduced "KOHA" as well. They are also encouraged to participate in CPT, BULATS examinations under SCOPE in the language lab.

- To keep in tune with ongoing developments in various areas, expertise and knowledge. They are

encouraged to participate in national, international workshops, seminars, conferences also.

- Certificate and value-added courses are available for the students to keep them updated in skill-based academic pursuit.
- Frequent classes by experts, UDISHA club, MAA foundation, Finishing School program are organized for personality development. It helps them enhance their quality for employability.
- Online examination is also taken for their knowledge up gradation.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 0

2.3.2.1 Number of teachers using ICT

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)
Any additional information	[View Document](#)
Provide link for webpage describing the " LMS/ Academic management system"	[View Document](#)

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

Response: 74.1

2.3.3.1 Number of mentors

Response: 21

File Description	Document
Any additional information	[View Document](#)

2.3.4 Innovation and creativity in teaching-learning

Response:

In this fast changing world, innovation in teachings learning has gained an added importance. Teachers adopted different methods to make teaching more effective and learner – centered. They are as follow:

- Teacher encourages classroom group discussion, question – answer session and brain storming for critical and problem – solving purposes.
- Extensive use of ICT, CDS and presentation enables students to understand problems in a vivid, detailed manner. You tube videos are displayed by faculties to learn more and get updated.
- As it's an emerging trend, some of our faculties created WHATS APP group class wise and they discuss their topic in that.
- Commerce, language, psychology as well as economic departments adopt problem-based learning including references to real – life situation.
- Counseling by faculties raise the perceptive level of the students. It helps them to understand complex concepts in an easy manner.
- Industrial visits, field survey, education tours throw opportunity to the students to get them exposed to practical cutting edge experience. It helps them bridge the gap between theoretical and practical application of their knowledge. They learn import- export system, organizational system, managerial skill, corporate culture etc.
- They also come to learn about filling IT return, GST form, Challan etc.
- Faculty Development Programme trains teachers to adopt more innovative approach in teaching –learning programme by knowledge consortium of Gujarat.
- Institute organizes conference, seminar and workshop that also provide innovative learning.
- Our faculties also upgrade themselves by participating in FDP, Orientation, workshops, seminars, refresher course etc.
- Extensive use of "NAMO – TABLET" by students enables them to experience new mode of learning. Presence of Wi-Fi facility in the campus adds to their pleasure.
- KCG'S" **Finishing school "**programme motivates students to prepare themselves for job and career-oriented, skill –based areas. It gives platform to students to learn CV writing, presentation skills, facing interview, problem solving, critical thinking, business etiquettes, body language, team work, goal , time management and over all enhancement of qualities.
- Youth – parliament give opportunities to the students to display their "CREATIVITY" and express their views and thoughts.

- Institute has **Saptdhara scheme**, Shapt means seven, and Dhara means skill. Our students used to take part and Bloom their skill under this seven skill program namely **Saptdhara.**

- **Natya Dhara:** Under this, to develop acting skill compettitons - Mono acting , Drama, Group Dance is conducted.
- **Khel Kud Vyayam Dhara:** In this, focus it more on finess and Yoga, Hockey, Cricket, Chess, Table Tennis is held.
- **Sarjanatmak Abhivyakti Dhara:** To develop creativity, competitions - Poem writing, short story & Novella writing, Poetry Recitation, Shlok gan is conducted.
- **Geet sangeet & Nrutya dhara:** Patriotic Song, Bhajan Competitons, Antakshari, Daily prayer, Folk Song, Garba
- **Gyan Dhara:** Essay Writing, Extempore Speech, Elocution, PPT making, Application writing.
- **Rang kala Dhara:** To focus on inner talent, Mehendi, Best out of waste, Drawing, Open painting, Aarti Decoration, Hairstyle competition is held.
- **Samudayik Seva Dhara:** to develop feeling of service- Poster making, Essay competition, Yaad

Karo Kurbani program, Campus and class cleaning, Blood donation, Rally is held.

File Description	Document
Any additional information	[View Document]

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 114.76

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	[View Document]
List of the faculty members authenticated by the Head of HEI	[View Document]
Any additional information	[View Document]

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 46.19

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	10	09	09	09

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 20.66

2.4.3.1 Total experience of full-time teachers

Response: 495.75

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 117.65

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
06	04	06	06	02

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document
Any additional information	View Document

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

Response: 19.68

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

2018-19	2017-18	2016-17	2015-16	2014-15
04	04	04	04	04

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

2.5 Evaluation Process and Reforms

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

Response:

- Teaching is profession where we construct a future, evaluation is a step to that better future that leads to perfection and knowledge seeking. Internal evaluation is a necessary step for any institute to know the growth of their learners. Our institute is well aware of it. So our college follows principles of Transparency, Accuracy and Reliability.

- The IQAC and Institute monitors ways and means to develop and put in practice the strategies to reform Evaluation process so as to enhance quality.
- Since this institution is affiliated to Veer Narmad South Gujarat University, Surat. It follows the well-defined examination schedule and evaluation procedure. College prepares its academic calendar as per the schedule provided by the university, college plans the examination and internal evaluation. Institute forms examination committee for the smooth functioning.
- Our Institute follows the Choice Base Credit System of University. It has two components (Internal & External Evaluation). The ratio of weightage is 30 % internal evaluation and 70 % semester end examination which is conducted by the university.
- Yet, college has its own methods of Continuous Comprehensive Evaluation (CCE) to ensure test of knowledge, skill and learning.
- The college conducts one internal examination and one university examination per semester.
- Internal pattern is based on various criteria like attendance, library assignment and performance in examination.
- Library assignments is compulsory for all. Students has to visit library, refer other reference book and prepare their assignment sitting in the library itself.
- Some of the faculties undertake University exam question paper solution.
- Some of the faculties make it compulsory for the students to prepare assignment for computerized CV which make students learn to update themselves with typographic skill.
- For continuous evaluation of the students, institute adopts multipurpose systems of group discussion, questionnaire, question- answer session, online test, Viva Voce, Multiple choice questions etc.
- Feed Backs are taken from various students for further improvements.
- GK test, Sanskrit Gaurav Pariksha are conducted to enrich the knowledge of tradition and

upcoming trends.

- As per the topic's demand, faculties enable students to prepare and present PPT.
- IQAC keeps close eyes on the evaluation process and the methodologies followed.
- Strict attendance, poor performance due to regularly irregularity is communicated to parents.
- Answer books of internal examination is showed to students and parents as well.
- After each semester learning out comes and result analysis is conducts to identify. Areas of strength and weaknesses of the students. It also enables the teachers to realize if the goal of learning have been achieved.
- All examination halls are under CCTV coverage.

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

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

Response:

Our institute is not believing in mere testing, but the overall development of our learners. We ensure that learning should not over burden our learners, so continuous evaluation is through internal exam, assignments and other class test provide students a platform to be well prepared for university examination. Following steps are taken:

- As per the academic calendar, institute prepares continuous evaluation schedule.

- It makes students to plan well in advance and become more confident.
- College always emphasizes transparency in assessment, communication and periodical reforms in following manners:
- Principal constitutes examination committee.
- Principal along with Examination committee frames a schedule for the examination like internal exam, Additional exam and also conduct university exam as per their given program.
- Subject teacher communicates the pattern of internal assessment to the students.
- The examination committee plans the time table, seating arrangements well in advance to be displayed on the notice board for the benefits of the students.
- Invigilation Chart is prepared by examination committee well in advance.
- Code of Conduct is displayed. Invigilator informed students by reading these code of conduct before the exam starts.
- Before question paper is set, a detailed design is evolved indicating the weightage to be given to the particular areas of the content, types of questions to be asked. Paper-setters are instructed to adhere strictly to the patterns and weightage as per university rules and regulations.

- Strict discipline is maintained and use of unfair means is strictly prohibited.

- Following completion of internal as well as Additional examinations, list of present and absent candidates is made.
- Teachers are assigned evaluation work to be done within a stipulated time and show their answer books in the class. If any students find any error, they can meet principal and get them rectified.
- To prepare 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 online test for SCOPE, banking sectors, online essay writing, (Language lab) Examinations also.
- 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 for internal assessment provide strength to student's Acquisition of knowledge and boost confidence to develop communication, presentation and creativity.

File Description	Document
Any additional information	[View Document](#)

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

Response:

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

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

UNIVERSITY LEVEL

- If any examinee who is caught red-handed in taking recourse to unfairness is liable to be expelled from the paper in which he/she is giving examination. His case is referred to the university and expelled candidates are required to appear before the "university fact committee" for redressed, hearing and subsequent punitive actions.

- At the university level if any examinee feels that evaluation has not been done properly, He/she can apply for rechecking to satisfy himself/herself.
- For final year students, provision of re-assessment is available.
- They can seek their answer books through RTI.
- University displays notice in this regard on its official website and respective college also gets circular.
- Student has to apply within a stipulated time period.
- University and administration extend all possible help and assistance in this regard regarding procedure, fee and time-period.
- Any change in marks after revaluation 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 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.
- Seating arrangement or any sort of discomfort if a student feels while giving examination, attention is immediately paid.
- Malpractices, use of unfair means if any student is caught in taking recourse to, Superintendent of examination takes necessary action.
- Students have to pass in minimum number of subjects otherwise his case is treated as "withdrawn" form university examination.
- University has earmarked 5(five) 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	Document
Any additional information	[View Document](#)

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

Response:

- Since this college is affiliated to Veer Narmad South Gujarat university rules and Regulation University prepares its own academic calendar as per semester system, college is intimated well in advance.
- Academic performance is assessed through proper conduct of examinations.
- CBCS Pattern came in to existence in 2011, so as per university circular; college conducts one internal examination.
- While filling up the exam form, faculties and administrative staff help students in filling that form, subject code, the exact paper number and other formalities, so that they will not face any issue.
- Multi choice question (MCQ TEST), library assignment, attendance are mandatory for all students.
- In commerce, Case study is given more focus. Students are given case a day before and next day they need to present their views and discuss it with other classmates. This method provides them area for brain storming.
- Group discussion is another method that is adopted to provide students a platform to put forward their views and to think differently.
- Teachers prepare their teaching plans as per university academic calendar. After completion of the chapter, faculties adopt question answer session to see the students' performance and for further improvement.
- Online test, class test, teaching learning through WHATSAPP group is implemented.
- Students are communicated all the details regarding subject (Elected/compulsory). Examination pattern, syllabus through prospectus, notices on board, on website and libraray.
- It is also available on university website.
- The institution strictly follows examination schedule, assignment, projects are given well in advance and submission is done within a stipulated time.
- Any changes in this regard is an exclusive prerogative of the principal who exercises his/her power.
- Prior to commencement of examinations, i.e. internal and university examinations, examination committee holds a meeting under the chair of principal to plan for the smooth conduct of examinations. It undertakes following procedure:

- **Time table:** Time tables comprising time and dates for all programmes are framed and displayed on the notice board. Teachers are also intimated separately.
- **Paper setting:** The committee sets fixed date for the submission of question papers in confidential covers so that printing can be done well in advance. It ensures adequate number of question sets also.

- **Question papers** are printed here in our institute through copier under the supervision of Examination committee.

- **Allotment of rooms:** as per the student strength, blocks and seating arrangement is organized. Seat numbers and their classrooms are displayed on notice board for better convenience of the students. The same is displayed on each floor.
- **Whole staff** is ready to help students to find out their seat numbers, class. Supporting staff is helping them providing water facility, medicine to sick student etc.
- **Invigilation chart**: committee assigns invigilation duty to the faculty members and notice is also given to them.

Evaluation: Teacher are required to wrap up evaluation of answer sheets and submission of results within a fixed time and date. Under the guidance of the principal, examination committee performs the duty for smooth functioning.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

2.6 Student Performance and Learning Outcomes

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

Response:

- The Main objective of teaching-learning is to enable students to imbibe elements of quality and standards for optimal performance. Various outcomes are very crucial to learner-based, students-centric approach of education. The college makes its own strategies to ensure accomplishment of academic excellence through definite sets of POS, and course out comes. Learning out comes determine how the students are able to attain knowledge, skills and aptitudes. Faculty and IQAC do the following activities:
- Departments make POs, PSOs and COs in their subjects and submit it to IQAC. After going through it IQAC approved those POs, PSOs and COs, and finally POs, PSOs, & COs uploaded to website.
- IQAC organizes several orientations, FDPS to encourage faculty enrichment so as to realize the set academic goals of the Institution. All these trainings enable teachers to develop their own method to improve classroom teaching and ensure learning process for better out comes.
- Our faculties also participate in FDP, orientation, workshops, seminars at various colleges, gain knowledge, new perceptions related courses and according to those new point of view, they adopt strategies in classrooms for enrichment of learning.
- Teachers periodically intimate students about the program and course out comes and goals are set to achieve them successfully.
- Our students try their best to internalize quality standard and practicability in all sincerity and commitment.
- POs, PSOs, and COs are displayed on notice board and website.

File Description	Document
COs for all courses (exemplars from Glossary)	[View Document](#)
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

The institution conceptualizes its expectation from the students once they complete their programs. To assess and analyses POs, PSOs and COs in terms of knowledge, skills and values, it extends an articulated view to the students to make them know the benefits. The institute continuously makes efforts to make the students aware of the learning outcomes through the prospectus and the core values on the notice board & website since the beginning of the semester.

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. 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 – centric teaching methodology, constant interaction, feedback from stake holders, classroom Q/A sessions etc. They provide opportunity to the students to become more forthcoming, critical in thinking about the course contents and ultimately use them for self-assessment.

○ **Group Discussion & Case Studies :**

Group discussion on content based topics are assigned to the students regularly to evaluate their growth in skill, knowledge and commitment across the program of study. Faculties use case studies to enable students learn analytically. Institute periodically undertakes industrial and educational visits for the students to get first-hand experience.

Examination & 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. All these practices have paid rich dividends by getting reflected in students' academic excellence.

○ **Yoga, Sports & Multicultural activity:**
To cultivate various attributes among students, institute conducts various activities on regular basis. Certificate courses like GST, Tally, beauty care, SCOPE are provided to develop skills for quality enrichment. Students seriously participate in NSS, NCC activities to learn social services, confidence, discipline, regularity at various levels. "Saptdhara" (cultural Club) under its various streams (Dhara) organizes multiple activities to enable students express their inner talents, creativity and art. Sports and Yoga are practiced to attain mental, spiritual, physical fitness and ethical values also. Finishing schools and UDISHA focus more on personality and soft skill development through various topics so that students learn leadership, entrepreneurship, problem solving, time management skills etc.

○ **Placement:**
somewhere down the bottom line of all these activities, success and outcomes are the real tests.

UDISHA (placement) periodically organizes placement and students have demonstrated their learning outcomes in interviews and placements. Large number of students are working in public and private sectors. The institution has POs, PSOs and COs. It has been trying to work out a system of analysis also. Our website displays the methods or attainment of all these out comes. Frequent analysis helps student progression also.

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

2.6.3 Average pass percentage of Students

Response: 61.07

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 251

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

Response: 411

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.84

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description	Document
List of project and grant details	[View Document]

3.1.2 Percentage of teachers recognised as research guides at present

Response: 23.81

3.1.2.1 Number of teachers recognised as research guides

Response: 05

File Description	Document
Any additional information	[View Document]

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

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

Response: 00

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 24

File Description	Document
Any additional information	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

For quality research, institute has established vibrant eco system.

The institution has always been optimistic in creating, encouraging and innovative academic atmosphere for all.

The entire teaching learning process is framed burdenless, skill based for students with essence of research and development.

Institute has a functional research committee. Committee has organized state level workshops on 'How to write research paper' and 'Writing Skill'. Post Graduate students and faculties have participated and gained knowledge.

To inculcate the habit of research, we undertake field visit for PG students and Industrial visit for UG students.

Institute has adequate infrastructure. Smart classes, conference room, seminar hall with audio visual accessories, highly enriched library with more than 23000 books (74 state, national, international journals), rare books to satisfy the knowledge thrust of the students.

For economically weaker students we run BOOK BANK scheme. We take a minimal amount of deposit for books. At the end of the year when students return the books, institute returns their deposit too.

The library once has SOUL software in hand, at present we are having Koha software to get e-copy of the books.

A fully eco-friendly & Wi-Fi campus- we have NaMo Wi-Fi and GTPL internet facility.

Last three years Gujarat Government provided NaMo e-tablet to first year students. 1323 students have been benefitted by the scheme.

Our institute has computer & language lab having 54 computers with high speed internet.

The College has Research committee that promotes research culture amongst the students and teachers. Five of our faculties have PhD guideship while two of the faculties have M.Phil guideship.

Research committee motivates faculties to publish research papers every year, providing umpteen opportunities to publish them as chapters, books and in journals with ISBN and ISSN respectively, UGC approved Journals, H-Index, Scopus etc. Two faculties along with the principal have published papers in Scopus too.

We also felicitate the faculty members who have obtained doctoral degree, guideship, and presented papers abroad.

Principal and management motivate the staff to publish maximum research papers, attending orientation, FDP, workshops, seminars etc. we also provide duty leave. IQAC has resolved to provide rs. 1000/- to the faculties attending state/national conference.

We organized numerous Seminars during last five years.

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

Five of our students and a faculty have participated in BOOT Camp "START- UP" at Surat and Ahmedabad.

The institute has conducted multi-disciplinary research education program on environment. We also organized Tree census project with Vapi Municipality.

Tree plantation, Health checkup camp blood test, sickle cell, thalassemia test, Public awareness rally is our regular activity.

We also distributed mask as a precautionary measure to prevent Swine Flu which is a major health concern of the institution.

Door to door awareness for cashless drive, voting awareness are also our major venture.

Our students distributed handmade paper bags in Vapi vegetable market and shopkeepers to say NO PLASTIC

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 5

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	2	0	1

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

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

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 0.8

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 04

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 05

File Description	Document
URL to the research page on HEI web site	[View Document](#)
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)
Any additional information	[View Document](#)

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

Response: 0.05

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

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

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

Response: 2.79

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

2018-19	2017-18	2016-17	2015-16	2014-15
18	18	09	07	05

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)
Any additional information	[View Document](#)

3.4 Extension Activities

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

Response:

- To Communicate and sensitize students to social issues and for their holistic development and to make them socially responsible, turning their classrooms into real life scene , we have active NSS wings, having 3 NSS Units, 300 volunteers that conduct activities in villages -Balitha, Namdha, Manekpur, Kalai, Ambheti and Kaprada.
- Under NSS wing we organize blood donation camp, health check up, sickle cell check up, thalassemia check up, saksharta abhiyan, tree plantation, aids awareness drive, swachchhata abhiyan, cashless drive, "Say No Plastic drive", various competitions etc..We also organize orientation programme every year for fresh batch of volunteers, in which principal along with POs make students aware of NSS activities.
- Our 66 students undertook Digital India cashless training (use of bank card, Vollete, PayTM, etc), also visited 196 Houses in Degam, Atakpardi and Udavad Village and motivated them to use digital gadgets for cashless transaction.
- Through extension activities, students easily understand rural life. NSS Volunteers help these rural uneducated people about government policies; 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 interior villages for seven days that helps students to mix up with villagers, to understand their life style and needs better. After understanding the life style of villagers, volunteers undertake some activities such as Saksharta 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. President- Alumni association, Rajesh Kenny, a Sarpanch of Maroli village is the best example of it. He also got the award of Best Sarpanch.
- Awareness programmes are held like 'Beti bachao Betipadhao', Jandhan yojana, Voting Awareness, vyasanmukti, women empowerment rally to sensitize the students as well as the community.
- Birth anniversary of Mahatma Gandhiji, Swami Vivekananda, Sardar Patel and other national leaders are celebrated to spread their message.
- Patriotic awareness by celebrating Republic day and 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.
- Our volunteers have actively contributed in building 'Shauchalaya' in villages.
- Free Eye Check up camp and distributing subsidized cost spectacles to needy villagers is our regular special camp activity.
- Our volunteers undertook cleanliness drive in our surrounding hospitals in Vapi town.
- Our volunteers visited 498 houses and make them understand reasons of dengue, malaria and how

to prevent it.

- In the year 2014-15, one of our NCC Cadet (Pushpanjali Jaiswal) got gold medal in piloting, silver medal in debate competition and got an opportunity to represent our institute in RD Camp at Delhi.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 31

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

2018-19	2017-18	2016-17	2015-16	2014-15
13	04	06	08	00

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)
e-copy of the award letters	[View Document](#)
Any additional information	[View Document](#)

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 0

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., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document
Any additional information	View Document

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

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
1556	1584	1479	1664	1733

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 2

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

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	00	00	00

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The college always endeavors to provide quality education to the students. Keeping this in mind the college has updated various infrastructure facilities within the college premises. College campus is spread into 9 acres area. The institute has adequate infrastructure and learning resources to satisfy the knowledge thirst of more than 1600 students from different rural and tribal area. Following facilities are in our campus.

FACILITIES AVAILABLE FOR TEACHING-LEARNING:

Institute believes ICT based teaching to be more effective. We have 16 classrooms, 12 of them are equipped with projectors and screen. Faculties are provided mike facility. This Institute runs two shifts. Administrative office is well equipped with computers, printers, scanner, two Copiers, photocopy machine with internet facility for smooth functioning of the administrative work. The institute has well-furnished TRUST room.

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

THE KNOWLEDGE HUB: Fully equipped Computer Lab with having 29 computers, printer and scanner with internet. Government of Gujarat has provided NA-Mo E-tablets to 1323 students. UGC funded laptops are given to the faculties. We have GTPL and NaMo Wi-Fi internet connection too.

WALK WITH THE WORLD FACILITY: Institute has Language Lab with 25 computers, headphones, web camera, printer, AC facilities. It also conducts online exams under SCOPE. Ours is the center for state level and national level online exams, also for online admission process. All computers are LAN connected.

SECURITY PURPOSE: the whole college campus is under CCTV surveillance and security cabin.

.

SEMINAR HALL: It is fully air conditioned with 130 seating capacity, equipped with projector, LED TV and sound system.

CONFERENCE ROOM: To hold trust & staff meetings, institute has a well-equipped conference room with AC, LED TV and white board. It has seating capacity of 25 people.

CAMPUS: Our campus is ecofriendly, green and Wi-Fi connected. It has parking facility for students and staff.

FITNESS MANTRA: Institute has a large sprawling sports ground for different game, an excellent pitch suitable for Ranji Trophy. We have Gymkhana facility. Indoor games such as table tennis, carom and chess are in hand.

GIRL'S RECREATION ZONE:

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

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

LIBRARY: The library is enriched with more than 23000 text and reference books, 76 regional + national+ international journals, along with rare books and INFLIBNET. We have BOOK BANK for poor Students. Library formerly has SOUL and now KOHA software. N-LIST facility is for e-resources. It has computers, printer and photocopy machine with research room. Newspapers and magazines in three languages are available.

- NSS, NCC, activity room, different cells.
- Common canteen facility
- Security Quarters
- Generator , Store room

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)	

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

Response:

SPORTS AND YOGA FACILITIES :

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. The institution has always tried to produce students who become part of the University and State level teams. The Physical instructor conducts intercollegiate tournaments and **Annual Sports Day** every year. Necessary playgrounds, equipment, kits and sportswear are all provided with. Both students and faculty use the gymnasium. 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 conducted University level CROSS COUNTRY RACE for three years. Also we organized Inter college Chess tournament.

Every year regularly our girl students are selected in   university hockey team.

 One of our student is selected for national level hockey champion ship in inter university level also she played a vital role of being a captain.

Every year interclass Cricket, volleyball, Chess, table tennis, carom, 100 meter, 200 meter running and other competitions are conducted by the physical instructor. First aid is always in hand.

The institute has equipped Gym with fitness equipment and all playing accessories.

YOGA:

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 alumni 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: Prayer is our regular activity. Prayer committee is formed and ensure to have different prayer every day.

CULTURAL FACILITIES :

Cherishing and representing our culture is a vital pillar in developing learners with team spirit, self-confidence, self-reliance, knowing their talent and sharpening it, framing their all-round personality. Our institute has adopted SAPTADHARA project (GYAN DHARA, GEET SANGEET NRITYA DHARA, SARJANATMAK ABHIVYAKTI DHARA, KHEL KUD DHARA, SAMUDAYIK SEWA DHARA, NATYA DHARA, RANG KALA KAUSHALYA DHARA) that conducted various cultural activities such as Elocution, essay writing, Mehendi, Poster making, Treasure Hunt, Sanskrit ShlokGan, Patriotic Song, Kavya-Pathan, Bhajan, Best out of waste, Rangoli, Quiz, Poem writing, Aarti Decoration., mono acting, Antakshari, Slogan Writing, and many more.

Our institute has cultural committee that looks after every need of cultural aspects of the students. Our college takes part in University youth festival every year. We provide training for the students to participate in the youth festival, along with necessary costumes and props for the group events. The institution organizes Annual Day every Year. The college facilitated the students who have performed well in the Youth Festival and cultural event. Activity room with Musical equipment is available for art enhancement. Our institute also motivates students to take part in various competitions in different colleges. Our Alumni Anil Yadav has established himself as a BHOJPURI Singer.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 80

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 16

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	[View Document](#)
any additional information	[View Document](#)
Link for additional information which is optional	[View Document](#)

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 21.25

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	20	7	3	14

File Description	Document
Details of budget allocation, excluding salary during the last five years	[View Document](#)
Audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

LIBRARY FACILITY:

Books: Library books are classified systematically as per DEWEY Decimal Classification system. The library is enriched with more than 23000 books.

Reference Section: Reference books along with Ph.D., M.Phil thesis, CDs, DVDs is easily accessible.

Magazines/Journals: 65 regional, national journals and 10 international journals.

News Papers: 11 newspapers in 3 different languages. (Gujarati, Hindi, English)

Rare Books: 102

BOOK BANK for poor Students.

E-Sources: we have N-List Programme for E-library provided by INFLIBNET.

Research Scholars Amenities: We have a research room with computer and internet facility.

RACKS: We have magazine rack, newspaper rack for updating a new world

UPDATE WORLD: We display NEW Arrivals in library.

Software: library formerly has SOUL software and now Koha software for easy access.

Sr. No	Particulars	Details	
1	Name of ILMS software	SOUL	Koha
2	Nature of automation	Partial	Fully
3	version	1.0	19.05.04.000
4	Year of Automation	30/03/2007 to 28/06/2019	26/07/2019

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

Seating Capacity: More than 160 readers.

Question Bank: old question papers of internal as well as university examination is easily available for students.

Photocopy facility is available in the library.

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

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

Response:

"It's rare books that win the battle against drooping eyelids" – Tracy Chevalier.

The college library consists of collection of rare books accumulated over the years. It has rich collection of reference books, UGC Guidelines, special reports, and economic survey reports for library enrichment. Enrichment of library is conducted collectively with active monitoring by library committee. Library takes care of periodical recommendation of the teachers for purchasing books and feedback from students also helps in selecting the books for purchasal. College library prefers on priority basis to keep M.Phil, Ph.D. thesis of the scholars who did it under the guidance of our faculties. It comprises articles and books published by our faculties.

Our library has more than 23000 books, 75 regional, national, and international journals, and 102 rare books to serve the knowledge thirst of the learners.

For knowledge resources, we have rich collection of encyclopedia, books on competitive exams, Books for NET , SET competitive exam with past year papers along with solutions, dictionaries, series of MANORAMA guides, latest facts in General Knowledge, Reader's Digest, Upanishads, Ramayana, Mahabharata, Vedas, Charak Sanhita, Bhagwadgomandal, Madhav Nidan, Sarangdhar Sanhita, Gujarati Vishva Kosh (Encyclopedea) etc. Books related to YOGA and physical fitness is also in hand.

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

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	
Any additional information	

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 2.43

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

2018-19	2017-18	2016-17	2015-16	2014-15
1.96303	2.56118	3.25698	2.51945	1.82835

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

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

Response: Yes

File Description	Document
Any additional information	

4.2.6 Percentage per day usage of library by teachers and students

Response: 3.8

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

Response: 60

File Description	Document
Any additional information	

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Response[s1] :

The College has successfully implemented IT into everyday activities in the 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 Mbps and NaMo Wi-Fi with 100 Mbps internet facility.

- In **Administrative office** all admin staff is provided computers, printers, LAN, high speed internet, scanner etc.
- As now university has done online process for admission, enrollment, exam form, admin office is working accordingly with IT facility provided in the college.

- The **Language Lab** has been developed with the support of Government of Gujarat. Our institute runs CPT, BULATS courses under SCOPE for that we provide our learners with speakers, head phones, webcams, printer and other learning facilities. Other online exams like Banking, essay writing etc. is successfully conducted. It has a high power UPS with 6 KVA.

- Computer lab is functional with 29 computers, AC and other facilities. It is also used for online exams, finishing school programs.

- Online exams through google forms in various subjects is taken.

- Teaching learning process through WHATSAPP GROUP.

- Classes through PPT.
- The **library** is the heart of the institution. We have installed the library software KOHA, formerly we have SOUL Software to make easy access to resources. 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 State. For last three years we are providing NaMo e-tablet with the help of Gujarat Government to our first year students to enhance their global need.

- Institute also have 09 Routers to connect with internet.

- The college has 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 SMS system which is in use to communicate important notice to our students.

- The college provides the facility of the laptop to each faculty

- Smart classrooms with projector and LCD.

- We have a **Virtual Class Room (Bi-sag)** from where the live telecast of the lecture can be viewed from various experts.

- 40 **CCTV** cameras & **A**ir **c**onditioners (8) are in hand.

- The institute has its own **E-Mail** to connect with the world. Almost all the communication is done through e-mail.

- **Antivirus-** e-scan license version is installed. Total 29 UPS is in college.

- 8 Mbps bandwidth is available with 2GB and 4GB RAM.
- Under the active supervision of maintenance committee, all these facilities are looked after.
- For computer related issues, we have Annual Maintenance contract. (AMC)

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

4.3.2 Student - Computer ratio

Response: 1.09

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: <5 MBPS

File Description	Document
Any additional information	View Document

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

Response: No

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

4.4 Maintenance of Campus Infrastructure

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

Response: 15.65

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

2018-19	2017-18	2016-17	2015-16	2014-15
4.68335	11.51785	6.88904	6.47967	6.81204

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)
Any additional information	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

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 and about its maintenance.

For IT related issues, we have (AMC) Annual Maintenance contract.

PHYSICAL FACILITIES

- The maintenance of various buildings is achieved through periodic monitoring by the committee and planning suitable proposal.
- Annual Stock verification for each department.
- Maintenance and Repair of physical infrastructure, like painting, roof maintenance, Provisions of Classroom Maintenance including furniture, doors and windows are looked after by the committee that reports to the principal and planning is made by the head of the institute for the same after taking proper approval of the management.

- The regular electrician decided by Management solves electricity related problems. Even on call electrician is also available in our institute.
- AC 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 cameras is maintained.
- The water tanks are cleaned regularly.
- The vending machine for girls is maintained and regularly serviced.
- Dry and Wet Floor cleaning is done daily. Students themselves take care of cleanliness of their class and college campus.
- Washrooms are regularly cleaned and maintained.
- For generator we have AMC.
- For maintaining CCTV, Bio- metric, and intercom, we have AMC with Niket communications and security systems.
- 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 with 'Sunrise Electronics.' for maintaining our LCD projector and also we have a supporting staff who looks after these projector related issues.
- Fire extinguishers for safety are installed and regularly maintained.
- On call carpenter is available for repairing and maintaining furniture.

COMPUTER LAB AND LANGUAGE LAB FACILITIES

- 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 with 'MAX COOL'
- Maintenance of UPS is done with Annual Maintenance Contract.

ICT AND INTERNET FACILITIES.

- Internet broadband connectivity and Wi-Fi problems are solved by the professionals only.
- In order to minimize e-waste, computers are serviced and reused as far as possible.
- The Dynamic College Website, INTRANET facility are maintained by the institute.

LIBRARY FACILITIES

- The library is automated regularly formerly through software SOUL 1.0 and now with Koha 19.05.04.000

- Maintenance and preservation of rare books, back volumes with 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

SPORTS FACILITIES

- 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 and waste management system:

- Water harvesting has been constructed in our campus, and waste management system is executed by the garbage collection vehicle in collaboration with municipality.
- Compost pit is made to use and save our environment.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 11.05

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

2018-19	2017-18	2016-17	2015-16	2014-15
111	155	198	192	232

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

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

Response: 0.87

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

2018-19	2017-18	2016-17	2015-16	2014-15
16	13	9	3	30

File Description	Document
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document]()
Any additional information	[View Document]()
Link to Institutional website	[View Document]()

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

Response: 56.38

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

2018-19	2017-18	2016-17	2015-16	2014-15
1343	821	792	753	779

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document]()
Any additional information	[View Document]()

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)
Any additional information	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 5.23

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

2018-19	2017-18	2016-17	2015-16	2014-15
24	12	22	3	13

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

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

Response: 37.85

5.2.2.1 Number of outgoing students progressing to higher education

Response: 95

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	01	02	01

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	2	1

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

5.3 Student Participation and Activities

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

Response: 44

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

2018-19	2017-18	2016-17	2015-16	2014-15
06	08	11	10	09

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

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

Response:

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

College has following committees for:

1. **Sports & Yoga**
2. **Saptadhara**
3. **Maintenance**
4. **NSS**

5. **NCC**
6. **Library**
7. **Economic Forum**
8. **UDISHA Club**
9. **Literary club**
10. **Research**
11. **Discipline**
12. **Prayer**
13. **SC/ ST Cell**
14. **Redressal grievances Cell**
15. IPR Cell (2019-20)
16. Internal Complaint Committee
17. SCOPE
18. Women Cell
19. Wall Paper 'SETU'
20. Media
21. BISAG
22. Computer lab

Students have been actively involved in various activities through above-mentioned committees and bodies. Since 2014-15 several coordinators from faculty under the able guidance of Dr. H.A.Desai, Principal carried out various programmes along with students representatives.

- Dr. J.C.Parmar coordinated activities of Saptdhara along with student's representatives in various committees. Annual report of it has to be submitted to government.
- Sport and Yoga committee under Dr. Jagdish Patel 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 Dr. V.S Pathak and Prof. M.B Machhi along with students.
- Literary club is very vibrant under the guidance of Pro.I.P.Patel, Dr. J.C Parmar and Prof. N.K Patel.. Students are participating with overwhelming enthusiasm.
- Students have participated in various activities like **"poetry recital" "Essay competition" "Debate and Elocution"** etc**.**
- **"Book fair"** was also organized from 6/2/2015 to 8/2/2015.
- Sanskrit department motivated students to participate in "**Sanskrit Gaurav examination".**
- Dr. A B Naik actively organizes GQ test for students.
- Our student's activities contribute their articles, poems, views, in college magazine **"Darpan."**
- Students proactively participate in fortnight wall paper "SETU".
- This student-centric activities help them in their personality development and quality sustenance. Students arrange industrial, educational visit with the help of faculties.
- Students and faculties together arrange Annual Gathering, workshop, seminar etc. and ensure all arrangements.
- Senior students help administrative staff in online admission process.
- NSS Volunteers works for library in arranging books.
- Under Samudayik Sewa Dhara, a group of Students daily write good thoughts on board.
- Students Celebrate Teachers Day.
- We have Economic forum of students and Faculties.

- Maintenance Committee looks after campus needs, with the help of the principal they solve the issues.
- A group of PG students help in taking lectures to while the faculties are on leave. It gives them teaching experience.
- Day to day student's participation in various activities prepares them for leadership. This practical experience helps them in building their confidence.
- They play an important role in maintaining the code of conduct of the college and reporting any disciplinary issues to the committee members.
- They also help the faculties in conducting class activities, extra test, assignments as well as attendance of students.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 2

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

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

File Description	Document
Report of the event	[View Document](#)
Number of sports and cultural activities / competitions organised per year	[View Document](#)
Any additional information	[View Document](#)

5.4 Alumni Engagement

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

Response:

The Institution has a functional Alumni Association and it has been making all possible contribution through financial and non-financial means.. It plays a vital role in establishing important rapport among all stakeholder. Some of the members of Alumni Association are regular visitors and are helping out in many ways. They work in close association with IQAC members and principal of the college. It has been following objectives written below:

1. Making all possible contribution for the development of college through financial and non-financial means.
2. Extend assistance to the college in organizing seminar, workshops, conferences, NSS Camps etc.
3. Contributing their help in building up infrastructural facilities of the college.
4. Giving feedback to the college for its betterment.
5. Mentoring students for belter future prospects.

The college has all reasons to take pride in having alumni in field like teaching, industry, manufacturing, consultancy, politics, legal social works etc. On the auspicious day of 26th January, 2019 college organized "Get Together' under the chairpersonship, Principal.

Alumni Association		
Sr.No.	Name	
1	Shri Rajesh Keni	President
2	Shri Mitesh Vora	Vice president
3	Ms. Krimil Haria (State Level best NSS volunteer award winner)	Secretary

- Our president of Alumni Association Mr. Rajeshbhai Keni has been awarded "Best sarpanch". He is always forthcoming in social helps which includes financial helps.
- Mrs. Sonal Rajput, Ms. Nisha Parekh (In-Charge-Principal) and Shri Jagrut Patel are a very successful advocate and share knowledge to our students through lectures on many burning issues from time to time.
- Mr. Ajay Thakur is a registered Road contractor. He made significant contribution in making our approach road. Like this he contributes approximately more than Rs. 4 Lacs.
- Mr. Timir & Rahul Nandwana are successful manager and trades.
- Harshil Joshi is associated with Vapi Municipality and always shares his knowledge with students especially in NSS Programs.
- Hardik Joshi is a famous name in the world of "Marshal Art and karate."He has won series of awards. He also contributes in training our students in many ways especially conducting Self Defense.
- Krimil Haria, secretary Alumni Association is serving as a media reporter in a local T.V media and makes important contribution in news converge.
- Mr. Rakesh chauhan is a chairman of MCS, Silvassa,. Many of the other students are giving service as public leaders.
- Mr. Kalpesh Raval Who runs successful decoration business extends his services for our college programmes.
- Parmar Jigar, Parekh Jignesh, Patel Brinda, Patel Kinjal have strongly made their presence felt in academic filed by passing NET/SLET Examinations. They share their academic excellence with our students.
- Shri Mitesh Patel- Officer Commander (Home Guard Dpt.)

- Shri Ashsish Sutariya works as a principal.
- Parekh Jignesh, parekh Nisha and Hiral Dhodi are an Assistant professor and engages classes at P.G. Mrs. Nisha parekh, who has also cleared her NET, LLM.etc. Likewise many Ex- students are teachers at various levels too.

So, Alumni Association has a very good track record of service to the college and through their feedback and suggestion, it helps us improving our quality education and sustenance as well.

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

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

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

Response: 1

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

2018-19	2017-18	2016-17	2015-16	2014-15
01	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision

Rofel Trust runs **Smt. C.D Jhobalia Rofel Arts & Smt. I.S.R. Achchhariwala Rofel Commerce collage, Vapi** observes a distinct vision of providing high quality education to the tribal students of this area to develop skill and value – based human resources so that it can meet the quality employability and excellence at national as well as global level.

Mission

The committed mission of the **Rofel Trust** and the institute is to groom students with qualities which may enable them to become good human being and citizen. It aims at creating an academic environment which nurtures attitude of students and faculty to become more knowledgeable and skill-oriented. It makes effort to imbibe spirit of team building and work culture. It involves students in various academic, extra-curricular activities to make them confident in social outreach. It does evaluate quality of students to shape up them to accomplish their aspirations and goal. To cap it all, it lays more emphasis on efficient class-room learning and effective resource center.

The governance of the institution follows the line of the vision and mission which reflects effective leadership in the following manner:

- Throws opportunity of higher education to the students from rural, Urban, Sub-urban and tribal areas.

- Financial support for reservation category students through scholarship of Government, and for some needy students institute helps them.
- IQAC keeps vigil over effective implementation of academic programmes through well planned academic schedule.
- The college keeps rapport with stakeholders and affiliating university for proper guidance to ensure proper development and employability of the students. Government of Gujarat also proactively works for employment of the students and keeps on organizing district level placement fair. Our institute acts as a platform for this kind of placement fair.
- The admission process takes place on two levels. First year and second year students are given admission through online process and follow up third year involves admission at college level, While online PG admissions has been conducted through affiliating university. The college follows reservation polices very strictly.

TEAM WORK:

Team work has always been central to the overall governance of the institute. Principal of the college plays a pivotal role in holistic development of the students through academic, cultural, sports and extention activities. Right from the beginning of the term academic plan for admissions, assignment of the duties to the staff, examinations, evaluations, review of performance, discipline are closely monitored by different committee members and the principal. The college ensures that the vision and mission of the institution is in tune with the higher education policies of the nation. It focuses on making the students modern, professional, skillful and technically sound for job pursuits. Finally it carries forward to realize the following core values of the institutions which are as follows:

- Respect: value every individual, with words and actions
- Skill: Get skilled, be somebody, be useful to yourself, parents and community.
- Commitment: to quality, lifelong learning, enterprise, dignity of labor & integrity
- Efforts: never give up
- Responsibility: being capable and accountable for maximum duties.

File Description	Document
Link for Additional Information	[View Document](#)

6.1.2 The institution practices decentralization and participative management

Response:

Decentralization of Management:

- Trustee is the apex decision-making body at the college level and the principal has a very instrumental role in bridging the college and management.
- The principal, IQAC, Various Committee along with other faculties works together for the institute's development.
- IQAC plays a very significant role in overall monitoring of the curriculum delivery, co-curricular, extra-curricular activities to ensure quality assurance.
- Examination committee conducts smooth examination work through strict discipline at graduate and post-graduate levels along with sincere, timely evaluation work to ensure timely publication of results.
- Faculties are assigned responsibilities to accomplish their targets through time-table committee for prompt and regular classes.
- The principal assigns duties and responsibilities to the administrative and office staff.
- Library committee manages the library, its infrastructure, books, and other important services. Ratio of books to the students is observed and taken care of. Students borrow books for their academic pursuits and needy students are extended facility of keeping books for a longer period. Daily attendance of visiting students and faculties is maintained.
- College has maintenance committee to ensure the repair and overall maintenance.
- Physical Instructor looks after sports events and encourages sports participation in competition at college, university, state and national level.
- All the staff members under the able leadership of humble principal and discipline committee maintains campus discipline so as to provide safe environment to the students in general and girl

students in particular. It ensures congenial ambience to the differently able students also.

- The college encourages participation in extra-curricular and co-curricular activities in tune with academic calendar.
- Counseling of students is conducted through guest lectures and other cells of the college like grievance redressal cell, women cell, and anti-ragging cells.
- College is kept clean and green, tree plantation is carried out by the N.S.S students. Other agencies also come forward to help these activities.
- Periodical blood donation camps under the aegis of Rotary Club, Vapi. Thalassemia (Sickle Cell) test and diagnostic programmes under Red Cross, legal awareness, safety programmes keep all the stake holders updated.
- National Service Scheme (NSS) instills the value of social responsibility and culture of volunteer service.
- National Cadet Corps (NCC) grooms cadets with the spirit of discipline, bravery, nationalism etc.
- Cultural committee, UDISHA club, Saptdhara (Cultural Club), motivate students to participate in cultural programmes, extra-curricular activities to make them more expressive and demonstrative of best abilities.

Participative management:

- The college promotes participative management through representation of students on various committees such as study tour, Library, sports, NSS, NCC, various seminars, workshops etc.
- Alumni Association plays a significant role in collective representation of ex-students and experts from education, industry by giving their valuable advice.
- Our senior students help in online admission process (Filling up forms, understanding of needy document etc.)

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2 Strategy Development and Deployment

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

Response:

The Institution has definite strategic plan and deployment documents are very much at its disposal. All the activities strive hard to accomplish the goals and objectives emanated from the vision and mission of the Institution.

Example:-

Several integrated activities were carried out to realize the Institution's Strategic goals of providing Skill-based education, developing core competencies in techno-savvy areas, cultivate communication skills, instilling sense of social responsibility and empowering women.

PLAN- APPRISE THE PLAN TO THE STAKEHOLDERS.

- Integrate the vision, mission, Goals, objectives and mode of implementation by incorporating various aspects of women-empowerment, Innovation, quality enhancement and sustenance, Learner-oriented approach in a well-concerted manner.
- Emphasis on developing core-competencies, helping attitude, Team work, diverse student ambience, multi-cultural and ethical values, community participation, critical thinking ability, communication skills, self-study, managerial traits, problem-solving, responsible behavior and entrepreneurship skill.
- Inculcating social responsibility awareness to extend financial help to the economically weak stakeholders.
- To develop capacity to adopt traditional and technological methods to transfer as well as share information.

EXECUTION: - Implementation and Monitoring

- The management defines the plan for the overall development of the institute and get it intimated to the principal for further execution.
- The IQAC, Committees, HODS, Students, Staff kept abreast all the knitty – gritty of their plan under the able guidance of the principal.
- Every department prepares the plan in accordance with the goals and objectives of the institution. Accountancy department successfully conducted **"A certificate course in Accounting Techniques" and "Certificate course in GST, Tally"** to make students well-versed in technology-based course during the last few years.
- To make students explore job-opportunities in journalism.

"National Institute of mass communication journalism"   Ahmedabad Conducted workshops for the students.

- Digital Language Lab enabled students to participate in **CPT & BULATS** Examinations under Scope during the last five years to develop communication skills.
- Under the aegis of **"Vikas Vartul trust"** GK-IQ tests were organized to enrich students with updated knowledge for various competitive tests.
- To increase and expand knowledge in the area of Sanskrit, **"Sanskrit Bharti"** conducted Examinations.

- **"Akhil Gujarat Mahila Sanstha" (Shakti Munch)** has conducted Job-oriented classes like cake-making, culinary, music classes to encourage self –employment. MOU has been also signed for the same.
- **For skill development- MOU has been signed with MAA Foundation.** "MAA Foundation" conducted employment oriented courses under "LAKSHAY" program.
- Women-empowerment cell organized self-defense classes for girl students.
- Even students are given financial help and books are provided to them by library.
- Institute has a privilege of organizing university and district level various programs(Youth Parliament, Placement fair, NSS Zonal Camp etc.)

ANALYSIS:-

- College evaluated feedback from student and other stakeholders.
- Rotary club of Vapi, Giants Group of Vapi, Innerwheel club of Vapi, Vapi Municipality, Sarpanch of various villages, JCI, Regional Director of NSS (Gujarat) have appreciated the execution of the responsibilities assigned to the staff and students.
- IQAC discussed the analysis in details for future improvement. Members recorded the Success and took care of feedbacks.

File Description	Document
Any additional information	[View Document](#)
Strategic Plan and deployment documents on the website	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response:

(Organizational structure)

The college has a well-organized organizational structure and hierarchy. It successfully interacts for Academic and Administrative purposes. Leadership is ably provided by the management and administrative head. Academic and administrative setup is guided by the dynamic principal of the college.

- Appointment of teacher is made in accordance with the Rules and Regulations of UGC and State Government in association with affiliated University. University has its rules and regulations based on UGC guidelines and state directives. State Government provides UGC Scale to the faculties and tries to implement once pay revision is done periodically.
- Management and trustees keep eyes on planning, finance, infrastructural needs, Quality management and evaluation.
- Head of the administration, principal adroitly conducts the administration by convening periodical

meetings of the teaching/administrative staff so as to assign responsibilities through various committees.

- Admission committee counsels students for various subject combination, make them understand the online process and help them filling up forms.
- Examination Committee ensures the smooth functioning of exam, evaluation, sorting out issues related examination, and avoid malpractice.
- NSS: under the supervision of POs, volunteers undertake various extention activities that are helpful for environment, community and volunteers themselves too.
- Library committee: looks after purchase & maintenance of the books and overall smooth functioning of the library.
- Time-table, Academic, Cultural, grievances redressal, research, library and other committees contribute their co-operation in their own ways. Principal encourages transparent interaction with the staff and students for smooth resolution of problems. Their roles are well-defined and appreciation is done every now and then for successful performance.
- The IQAC monitors and takes initiatives for Quality enhancement and sustenance.
- Decentralized Administration promotes smooth Functioning and sense of accountability as well.
- Transparency and Accountability are regularly monitored by internal and external Audits. Faculty Development and Research programs are encouraged.
- The Institution offers good relationship with all the stakeholders of staff and transparent admission and appointment is done as per Gove/UGC rules. Faculties have to observe strictly service rules under 69-A, 69-B.
- The hallmark of this college is **"Discipline"** and respected principal in tandem with faculties strives hard to maintain it. The college offers co-education in safe and healthy environment, which attracts particularly girl students of the
- Every stakeholders play role in smooth functioning of the Institution through administration, the Grievance and Redressal cell, Anti-ragging cell, ST/SC committee, Women cell along with Internal Complaint cell.
- Suggestion box is available. Suggestions given by our stake holders are always welcome, open for learning and change.
- Smooth access to administration facilitates clear communication among all stakeholders so that a cordial academic and administrative environment is established.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP Document	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)
Any additional information	[View Document](#)

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

Response:

To carry forward the mission of encouraging skill-development and employability including self-employment, IQAC decided to conduct workshop and short-term course to empower students for undertake entrepreneurial venture as well as start-up, self-employment. Each program is successfully conducted by the contribution of all committees and sub committees.

OBJECTIVE

- Empowerment
- Skill-Development
- Sustained experience-based training
- Application in actual situation
- Library enrichment

IQAC:

IQAC followed the procedures written below:

- IQAC periodically convenes meetings on quarterly basis, discusses agenda and adopts resolutions for implementation. Minutes of the meeting are kept on the college website for general information.

Women's development Cell:

- Our institute has more than 60% girl students, so as per UGC guidelines women development cell has been established in 2007.

List of program conducted by the cell

- We regularly organized self-defense program since 2014.
- Health awareness program is held every year since 2006 with the help of Innerwheel club of Vapi
- Lecture on legal rights of women, women health care: problems and prevention is held regularly.
- Beauty care - Moving further 145 students attended this course.
- Under women empowerment program cooking (Culinary) and cake making courses were participated by 44 students. MOU with SHAKTI MANCH is done for the same.

Anti-Ragging Cell

- Anti-ragging cell is constituted in the institute to prevent ragging and to take anti ragging measures to be implemented as per the guidelines issued by the supreme court of India & UGC.
- In accordance with the directives from UGC, posters and slogans were displayed at a various places in the college in order to make students aware of the seriousness of ragging as a crime.
- Every year online anti- ragging forms are filled up and oath is taken by the students.

Library Committee:

- At the outset of every academic term, IQAC discusses formation of the committee and representation of faculties, assignment of works and overall supervision. Minimum four members are incorporated in the committee. IQAC plans strategies for library enrichment and development along with decisions for implementation. Finally resolutions are forwarded to the principal for approval.

MINUTES OF THE MEETING

- Meetings have been taking place since 2014-15. Last meetings were held on 2.7.2018 and 3.12.2019 at 12:45 P.M. and 12P.M respectively in the chamber of the principal to discuss following agendas:

  - Selling of waste newspaper and other material.
  - Utilization of N-LIST
  - Arranging necessary books for the students.

OUT COME

Co-coordinators of the programs submitted their report and IQAC reviewed the program implementation. Large number of students participated with great enthusiasm and excitement. They got exposure to practical aspects of the courses and hands-on experience. Programmes were appreciated by the students as well as faculties. They were Satisfied because these skills will go a long way in ensuring their employability and self-employment as well.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

: Institution provides various welfare schemes to promote efficiency, health awareness, righteousness, commitment to build up an effective team.

OUTLINES OF MEASURES

- Extend all possible physical and mental health to a large community of staff members for a conducive working environment and work culture.
- Array of facilities help them to raise their living standard and motivate them to give their best to the Institution.

WELFARE MEASURES FOR TEACHING AND ADMINISTRATIVE STAFF.

Salary and Increments:

Teaching staffs are given UGC scale by the state Government as per rules and regulations. Pay revision is considered and increments are given as per rule of the Government and UGC. Likewise, Administrative staff are also provided salary and increments in accordance with state Government's pay scale. They are given advance pay also during festive occasions.

Teaching and Administrative staffs get pension and Gratuity as per state

Government rules and regulations.

LEAVES

- Staff members enjoy their sanctioned leaves as per state Government policies. Duty leave is given for attending conference, workshop, seminar, university meetings etc.
- Female staff members get maternity leave.
- Medical leave, casual leave are also given.
- Paternity leave is also in trend nowadays given by government.

APPRECIATION AND INCENTIVES

- The teachers are provided travel grant by state government.
- At college level, teachers are exempted from registration fee for seminars, Workshops, conference etc.
- IQAC resolved to provide Rs. 1000/- registration fees to the faculties for attending workshop,

seminar etc.

- Institute bears travelling expenses for attending Start-up, NAAC, Government meetings etc.
- Administrative staffs especially peons, security guards and other 4th grade employees are provided uniforms, washing allowance.
- Group insurance for all students and staff by State Government.
- Teachers awarded with Ph.D., MPhil degrees are felicitated during Annual Day program in the presence of trustees and other distinguished guests.

FINANCIAL SUPPORT

- Festival bonus is given to the 4th grade employee like peons as per state Government rules.
- Advance salary is given to all the staff members prior to festival vacation.
- Students belonging to weaker position is given financial help by the teaching staffs in the kind of fee or other mode.
- ST/SC/OBC students enjoy scholarships provided by the state Government. Washing allowances are given to the staff. Peons are given loans also.
- All the faculties financially help our supporting staff suffering from serious disease.

INFRASTRUCTURE

- Faculties have access to use ICT, LCD, LED, Library, personal Laptops (Provided by UGC) for teaching and Research work. Wi-Fi is also functional.
- Students enjoy GYM and sport facilities.
- Security guards are provided rooms and Quarters for their families.
- We have well-furnished separate staff room for faculties with computer, TV and water cooler facilities. Staff room has attached gents and ladies washrooms. It has net access also.

MEDICAL AND INSURANCE COVER

Group Insurance and Employee Insurance are provided to the members of staff community as per state Government policies.

File Description	Document
Any additional information	[View Document](#)

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

Response: 8.57

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

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	2	1	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<u>View Document</u>
Any additional information	<u>View Document</u>

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

Response: 1.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
01	02	02	01	02

File Description	Document
Reports of Academic Staff College or similar centers	<u>View Document</u>
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<u>View Document</u>
Any additional information	<u>View Document</u>

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

Response: 30

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program,

Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
06	04	00	18	03

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

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

Response:

(Performance Appraisal)

The Institution follows various performance Appraisal systems to teaching and administrative staff members. Performance appraisal ensures accountability and motivation so that necessary improvements can be made for the teaching and non-teaching staff.

- Faculties submit their performance academic as well as administrative in a fixed format. Self-appraisal of the teaching staff is done with the assessment of their academic contribution, university assignment, research output, publication of articles, participation in state/national/international seminars, conferences, workshops. Paper presentations and achievements of awards are given added importance.
- Updating teaching methodology and adequate use of IT devices, PPT presentations and innovative approach find place in self-appraisal of the teachers.
- College has conducted ON-LINE feedback for students as well as for Ex-Students also. IT promotes building up a good teacher-student relationship for overall benefit of the students and the Institution.
- Feedback from other stake holders is also collected during parent teacher meet (PTM). It help the management, teaching & non-teaching staff to understand their expectations, seek their suggestions so that necessary measures can be adopted to accomplish educational objectives and overall discipline particularly for the safety of girl students.
- Parents are also encouraged to meet the principal and the faculties for a better understanding of the fulfillment of their ward's educational goal. They can also give their feedback orally during such meetings, which are discussed by the principal and respective faculty for necessary actions.
- 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.
- Faculties submit their report for the responsibility assigned to them by the principal so that corrective steps can be initiated.

- Periodical meetings of the administrative staffs are convened by the principal to seek their feedback so that their performance can be enhanced to the optimal level.
- Definite co-ordination among management, principal and staff community helps improving the overall performance of the Institute in the larger interest of the society in general and student in particular.

File Description	Document
Any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

(Internal & External Audits)

- The Institute carries out Audit every year on Annual basis which involves Internal and External audits. Trust conducts Internal and external Audit by CA (chartered Accountant) firms.

- Name of the auditor (Internal) Nishnaat Management Consultant Pvt. Ltd. .
- Name of the auditor (External) Shree P. Charodiya & Co.
- Our is a grant -in -aid college, overall audit is done by Government Account Officer.
- The Institution carries out audit on annual basis for the grant allocated by the state Government for various expenses. Government of Gujarat sanctions grant for expenditure under different head. Grant under UGC is also audited.
- All the grants allocated by the UGC in different plan have been cleared and NOC is available to the institute.
- Students belonging to ST/SC are given scholarships under Online process in which amount is transferred to the beneficiaries account directly.

PROCEDURE

Management appoints Internal Auditor who conducts audit quarterly and report is ultimately placed before the Trust.

All the admin staffs and the principal co–ordinate with each other for proper and smooth execution of the auditing procedure. Institute follows a standard procedure of purchase. It invites 3 quotations and lowest cost quoted out of these quotations is finally given work order.

This audit reports are put forward to AGM for further approval.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)
Any additional information	[View Document](#)

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

Response:

Since this institution runs both on Grant- in- Aid (state sponsored) as well as a commerce division on self-financed basis. For Arts and Commerce college (Undergraduate levels), college receives grant from the Government of Gujarat. UGC (University Grants commission) extends financial support under **UGC 2F and 12B** provision. AS Grant-in–Aid college, state Government provides salaries to the staff members as per their rules and regulations. Management mobilizes resources from different sources to meet the infrastructural needs of the college. Management taps all possible resources to meet needs.

As Grant-in-Aid College, UGC bears the expenses of the infrastructural facilities. **Knowledge Consortium of Gujarat** as well as Government also provide grant for the activities of Saptdhara, UDISHA, Finishing school programs and other activities for the overall development of the students.

For self-financed courses, university has decided the fees structure. The regulations for infrastructural needs management mobilizes fund through donors and other possible resources.

OPTIMAL UTILIZATION OF RESOURCES

- Grants received from UGC are utilized for various infrastructural requirements. Under 11th and 12th plan of UGC, LCD projectors, Screen, electronic Podium, have been installed in the classroom for Teaching – learning process. It helps keeping themselves updated for net – based teaching also.
- Under **NaMo Wi-Fi** plan, students and teacher enjoy free use of internet. Even tablets have been provided to students by the Government of Gujarat at concessional rate during the last three years for academic purpose.
- As every year girl students are increasing in our institute, to meet their need facility of **sanitary vending machine and Burning Incinerator are provided to them in the Girl's common room.**
- For enrichment of library: To meet the need of knowledge thirst of the students, requirements are put forward to librarian by the faculties and students. The librarian forwards the requirement to the library committee for the approval of the principal, and after that different books are purchased from grant sanctioned by UGC.
- A fitness center came into being from the sanctioned grant of UGC, which is looked after by the physical Instructor.

File Description	Document
Any additional information	[View Document](#)

6.5 Internal Quality Assurance System

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

Response:

The IQAC of college has been active and committed to Quality assurance and sustenance through definite strategies which lay stress on providing need–based, job–oriented, value-based education accessible to all the stakeholders of different economic strata.

IQAC has institutionalized two significant best practices during the last five year:

1. Quality enhancement and professional development.
2. Programmes pertaining to skill development.

Quality Enhancement

With a view to facilitate academic quality enhancement and develop professional ability as continued process so that teacher can keep themselves updated and very much in tune with the fast changing contemporary need. IQAC with valuable leadership of principal undertook following measures:

- The IQAC under the chairperson analyses in detail about ways and means of planning and conducts national and state level seminar, workshop, conference and Faculty Development Programs before the commencement of academic year .
- IQAC and management always encourage faculties to attend professional development programmers like seminar, workshops, conference, FDP.

- IQAC had played vital role in ensuring and promoting research in college by providing infrastructural access and incentives. An exclusive research room is available for research scholars with all IT facilities.
- During last five years, 2 of the faculties got Ph. D. Degree, five (05) faculties got recognition as doctorate Guide and 4 research scholars got awarded doctoral degree under them.
- Research committee closely monitors academic needs of the scholars.
- IQAC specially organized state level seminar on 13.4.19 to sensitize faculties as well as non-teaching to keep abreast the changes which have occurred in NAAC area.
- Institute also conducted seminar on "How to write Research Paper" for PG students.

Skill Development and Employability

In order to keep pace with changing need of job market and self–employment, IQAC chalked out plan during the last five years. It has realized that "transferable skills" are the crying need of the hour; hence IQAC has properly institutionalized the aspects of the employability involving wide range programmes of the institution.

- Focus on employability skills across all programs

@. It introduced certificate courses on **Tally, GST** for need–based, job-oriented avenues.
@. Placement cell played significant role in organizing programmes on various aspects of jobs like interviews, group discussions, personality development, pre–placement training, career–guidance, job counseling, GT tests, etc.
@. Personality development, soft–skills training were made mandatory for majority student. MOU under "Lakshya project" with "MAA FOUNDATION" was signed.
@. Under women Cell, students underwent short-term course for cooking (Culinary), beauty care, self–defense, music. MOU namely 'SHAKTI MANCH' was signed.
@. Alumni support was always forthcoming.
@. Courses for computer basics and language skills under Scope (language lab) were accomplished.
@. Students were given tablets (Govt.–sponsored) for proper use of ICT and NaMo Wi-Fi.
@.

- **Examination**
- As a distinct practice, the institute makes hard work in printing question papers in a highly confidential manner so as to sustain faith and confidence in its examination system.
- To ensure examination in a strict discipline, institute keeps vigilant eyes on conducting examination in a fair manner.
- Institute gives medical attention to any examinees falling sick.

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

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The Institution monitors Continuous review of Teaching Learning process under the supervision of IQAC, which, in turn, intimates the principal for suggestion and guidance. Following observations and necessary initiatives have been made:

- Providing financial support to faculties attending workshop and conference which can be beneficial for the institution.
- Promoting optimal use of ICT in teaching-learning and evaluation.
- Emphasis on skill Development.
- Transparent and all inclusive approach in Assessment and Evaluation.

TEACHING LEARNING REFORM:

OPTIMAL USE OF ICT

- The IQAC makes all possible effort to put ICT in full practice in Teaching-Learning process to add quality to deliverance of Lecture.
- Most of the classrooms have LCD, SCREENS, Wi-Fi, mikes.
- Teachers are equipped with laptops for enhancing the teaching process through audio- visuals means.
- With the use of ICT, faculties impart complex perceptions in a more effective manner and students can easily comprehend well in their memory.
- E-journals "N-List" (National Library and Information services) were subscribed for the benefit of faculty and students for research and

- Academic purpose. They had access to more than 6000 +e-journals and more than 23000 books. These facilities are excellent means of e-resources.

- Library has a functional "KOHA LIBRARY SOFTWARE", which is an Integrated Library Management system (ILMS) for the users who are being customized.
- Institutional web-site, E-mail, face book and WhatsApp are used to promote better, instant communication among students, teachers and stakeholders.
- Admission and results are done through ICT.
- College website is updated time to time with new events, photos, upcoming events, news etc.
- On line tests are conducted

Teaching Learning Reforms:-

Continuous assessment for academic excellence.

Continuous assessment is an inevitably integral part for attaining success. IQAC has taken recourse to series of initiatives to enhance Teaching-Learning process which are as follows:

- All UG and PG program under CBCS scheme.

- Examination committee
- Library committee
- Record of Questions in the library
- Internal Examination:
- Class test

- Assignments, group discussion, term papers, seminars, viva, workshops, field survey, industrial visit etc.
- Definite stipulated time for tests and evaluation
- Feedback
- Whatsaap Group for students.

- Parent - teacher meeting
- University Examinations semester-wise
- Remedial coaching classes
- Online test and feedback
- Online test and certification under scope (Language Lab)
- To promote research culture in students, 'Research Methodology' subject is included at MA level.
- Field survey provide students an opportunity to improve their analytical skill.
- Industrial visit provide them first-hand experience.

OUTCOMES OF ACADEMIC EXCELLENCE

- The result analysis of every year shows that all these efforts have paid rich dividend. Number of students have secured good rank in University Examinations.
- Some of them have even bagged gold medal in different subjects in Arts and commerce.
- It has helped them getting placement in job market.
- Some students and a faculty have a distinction of Qualifying NET/SLET examinations also. It has certainly enhanced the reputation of the college in and around this area.
- In 2017-2018, T.Y.B.Com student obtained highest marks in **"Mercantile Law" at** the University level to receive award.
- Same year, a student of M.A -Sem 4 obtained highest marks in **"Economics of Human Resource"** subject at university level to receive award.
- In 2015-2016 and 2016-2017, two NSS volunteers received best volunteer award at state level.
- NET/SLET coaching and GK IQ test is conducted for students to enhance their knowledge.
- Our faculty namely Prof. Parul Bhanvadia qualified NET and a student Hiral Dhodi qualified GSET.
- Mentors take care of the various issues of students. They extend counselling to the students on personal problems. It raises their confidence level and gives enough strength to face interviews and

job requirements.

○ Regular classes of "preparing for competitive exam is conducted. As a result of that some of the students namely Tripathi Vishal, Patel Sawan, Gitanjali Muduli, Trusha Patel, Hardik Patel (2018-19) Bhanushali Darshan, Halpati Vikas, Parmar Aakash, Shah Ujali, Sharma Rucha, Vedkumar patel (2019-20) got admitted in MBA program.

○ Our PG students help in teaching by taking classes at UG level.

○ Various agencies visit our campus to guide students for various competitions. Experts guide students for bank exams in which students have undergone training, online filling up forms, interviews and selections.

○ Due to all these efforts, some of our students got placement.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

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

Response: 5.4

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	6	5	4

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
IQAC link	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	[View Document](#)
Details of Quality assurance initiatives of the institution	[View Document](#)
Any additional information	[View Document](#)
Annual reports of institution	[View Document](#)

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

Response:

(Post Accreditation Quality initiatives)

The Institute was awarded "B" grade by NAAC in its first cycle in 2007 also re-accredited 'B' grade in second cycle 2014. Few recommendations for academic and infrastructural needs were made. The Institute tried its level-best to improvise.

- AAA Audit was done and Institute got 'B' grade.
- Certificate course on GST was introduced in 2017-2018.
- Certificate course of Tally was also implemented from 2014.
- Certificate course under SCOPE (CPT/BULATS) was introduced for enhancing English LSRW skill.
- Certificate course of Finishing School of Government of Gujarat was introduced in 2018-19 that teach students about soft skills.
- Value-added courses like beauty and culinary were introduced. MOU with ShaktiManch was signed for the same.
- Self-defense training program was introduced for girl students.
- UDISHA club (Placement Cell) provided students with necessary training for job placement. "MAA Foundation" under its flagship program "Lakshay" trained students for soft skill to ensure employability. MOU is signed.
- An initiative was taken for recycling of old notebooks and newspapers for saving and using best of our environment.

- In 2014-15 B.Com self-finance English medium started.
- In 2016-17 M .Com. (English medium) got introduced.
- 05 of our faculties got appointed as research Guides. Under them 04 research scholar awarded Ph.D. and 12 are ongoing.
- Two of our faculties completed their Ph.D.
- One of our faculty qualified NET Exam.
- Alumni Association came into existence.

Development Steps

- Principal has been elected twice as a DEAN, Faculty of Arts at VNSGU.
- Principal acts as a NAAC PEER Team member and external referee for PH.D Thesis.
- Since 2014, faculties has been published 73 research paper in journals, while 57 papers were presented and published as chapters and books too.
- Facultues participated FDP at college and university level. Faculties attended **International** FDP also.

- Organized national level Seminar on statistics
- Organized one day state level workshop on NAAC- new concepts and canons.
- Conducted one day University level workshop on 'Writing Skill'

- e – journals , "N-List (National Library and Information services)
- Koha LIBARARY SOFTWARE (Integrate library Management system)
- Fire safety extinguishers.
- Ramp for the physically challenged
- Seminar Hall with ICT facilities
- Compost Pit and Wall fencing

SPORTS AND GAME

- Introduction of Gym facilities and new games
- Every year our girl students actively participated at university level hockey team.
- One of the student played a vital role of Captain of hockey team at university level.

- NSS/NCC

- A girl Jaiswal Pushpanjali got an opportunity for RD parade.
- Two of our girl students Krimil Haria and Viral Dhodi got award for best volunteers in NSS.
- Every year since 2014 our students got selected and participated in NIC.
- Series of extension activities

All these initiatives have enabled the institute to make landmark improvement in all areas under the alert eyes of IQAC.

- PLACEMENT

- Under UDISHA various companies and banks undertook placement drive and some of the students got selected during the last five years.
- Banking agencies like ICICI bank ltd., UJJIVAN finance, KOTAK Mahindra Bank etc. conducted interviews and selected some of them.
- Renault pvt. Ltd. – a car company interviewed our students and some of them were placed.
- KCG sponsored Mega Fair and District level Placement drive (Employment Exchange, Valsad) were organized at our college.

UGC:

Under XII Plan In 2017, we received a 25 lacs grant. NOC has already been received for the same.

ICT:

After 2014, following ICT facilities were purchased for teaching learning.

- 26 Computer
- 2 TV
- 4 Printer
- 1 Projector Screen
- A high capacity UPS of 6 KVA in Language Lab.
- Wi-Fi campus (GTPL/ NaMo Wi-Fi)
- Parking facility with Shed
- ICT facility
- CCTV surveillance was enhanced. Earlier campus has 24 CCTV now its 40.
- 1 Digital lecture visual presenter.
- 2 Air conditioners.

File Description	Document
Any additional information	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 64

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

2018-19	2017-18	2016-17	2015-16	2014-15
15	15	11	11	12

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)
Any additional information	[View Document](#)

7.1.2

> **1.Institution shows gender sensitivity in providing facilities such as:**
> > **1.Safety and Security**
> > **2.Counselling**
> > **3.Common Room**

Response:

The Institution tries its level best to provide facilities to ensure gender sensitivity and concern for women.

Safety and security

- The main objective of this institute is girl's safety. The college was established with the purpose of Girl's safety. In past girl students of our surrounding area had to travel far off places for higher education. They were facing trouble in commuting and many families were not allowing them to commute far for education. In this situation ROFEL Trust established this institute for them to get higher education at their own place.
- Our institute with their teamwork created safe and sound environment right from its establishment for girl students. So many of the girl prefer taking admission in our college.
- The institute has develop stout connections with Vapi police. They visit our institute regularly in civil dress in and around our institute.

- I-Card is compulsory for all. Without ID card, no one can enter in the institute.
- In our institute 24 hours security guards are available.
- Through sports and cultural activity, many times girl students get an opportunity to show their talent and set an example for others and be their role model.
- In Sports and cultural, institute provides a platform to the girl students to go to other institute for performance along with the faculties.

- The Institution has best possible surveillance in the campus through CCTVS. Security cameras (CCTVS) installed at various important place monitor constant vigilance over all activities. The CCTV footage is also saved for identifying any form of misconduct. Security guards keep vigilance round the clock in the campus.
- College discipline committee strictly monitors the conduct of the students and ensures cordial relations among the staff and students.
- It is compulsory for the teacher to accompany students on vacation, field tour, industrial visit, NSS compact.
- Anti-Ragging cell, sexual Harassment cell, Grievances cell look after safety and redressal of complain at work places.
- The attendance of the students is strictly observed and teachers keep record of absentees so as to intimate principal for corrective measures.
- Periodical medical checkups are conducted to ensure good health awareness. Blood donation, blood group analysis and thalassemia test are organized from time to time.
- For fire safety, extinguishers have been installed on each floor, office to fight fire in emergency.
- Under women empowerment, girls have been given "self Defense training" for long duration and even police from local Thana made them aware of traffic safety and other.
- Internal Complaint committee is established for safety.

Counseling

Counseling session is periodically conducted to make students aware of social conditions, threats and ways and means of encountering them with are held for the students:

- At the beginning of the year, we divide mentors as per student's strength to provide counselling to our students.

- Academic counseling enables students to select their streams; methods of preparation, job opportunities etc. Principal along with teachers interact with students prior to the commencement of session.
- Personal counseling gives opportunity to the students to discuss their various problems with respective class teachers. They do it in cordial atmosphere.
- Psychological counseling under Dr. Khyati Vyas, Dept. of psychology guides students for their personal problems. Career counseling is held by visiting experts along with college teachers.
- Psychology Lab enables student to assess their aptitude, methods of dispelling fear of Examination, suicidal tendencies, depression, and lack of concentration, drug addiction and DE -addiction process also.
- In NSS, NCC, SCOPE, all the POs and other faculties are closely connected. Students can easily communicate with faculties, share their problems and get solutions. They develop a kind of bond through which they overcome in every difficult area.
- Our administrative staff and senior students are providing help to students in different sphere.

COMMON ROOM :

Girl's common room is available. They spend their Quality time in reading journals, newspapers, magazines, viewing TV programmes etc. It has attached washroom, Computer, mirror, indoor games like carom and chess facility.

A sofa is placed in that room for providing them more comfort during their menstrual cycle. There is a "**sanitary vending machine" and "burning machine"** for distribution and disposal of pads to the needy students.

File Description	Document
Any additional information	[View Document](#)

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

Response: 1.4

7.1.3.2 Total annual power requirement (in KWH)

Response: 38426

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)
Any additional information	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0

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

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 14085

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)
Any additional information	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

1. SOLID WASTE MANAGEMENT:

- There are two types of solid waste management at college level, i.e., Dry waste and wet waste.
- The solid waste is collected in two separate dustbins. Dry is dumped in Dry waste dustbin and wet is collected in wet dustbin. Collected waste is accumulated and Municipal Corporation takes this waste for disposal. College even digs pit to receive waste so that compost can be prepared from it. NSS volunteers extend their service in this regard.
- Dustbins are placed in classrooms and in corridors as well for promoting cleanliness in students.
- Subject like Environmental studies is introduced in first year to make students aware of importance of our globe and preventing it from pollution.
- Lectures on environmental issues is organized. Cleanliness drives are also conducted.
- No plastic is our institute's best practice. Our volunteers prepared 3500 paper bag and distributed it in Vapi town.

- MOU has been signed for recycling of old newspaper and old notebooks.

1. Liquid waste management:

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

1. e-waste management:

- Students are made to understand the ill-effect of e-waste and its disposal in an eco-friendly way for safe environment. Periodically computer with outdated accessories are sold to other parties for

necessary disposal or recycling.
- A company namely "Eco Green Recycling" collects e-waste form our institute and recycle it.

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

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The Institution has developed few ways towards rain water harvesting and sustainable water resource management through harvesting pit.

Rain water Harvesting is a technique of collection and storage of rainwater in to surface quitters. Roof top rain water is another feature.

This college has set up perlocation pits, rooftop drainage system so as to drain water in to separate pits. There are two receiving pits location at the gate and behind the library area (Land). Sewage is directed towards out lets connected through a pipe to the storage tank. Rooftop water is made to per locate to a bore well constructed on the front side of the college. The rainwater from the roofs of the college and the hostel percolate into the tube well. Drip system used for plants and plantation also.

File Description	Document
Any additional information	View Document

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

Response:

Depletion of natural resources is posing potent threat to our environment so sustaining balance

eco-system is a crying need of the hour. As a responsibility, college always makes conscious effort of environment.

Transport:

In order to keep environment pollution-free, majority of students use various modes transport, from among the staff and students, 10% of students use bicycles, 20% two-wheelers, 50% students walk up to college and 20% students use public transport. Gujarat state transport corporation provides services to the students. Large section of students use pedestrian friendly road which has separate pavements.

Plastic free campus:

Ban on "single use of plastic" has assumed significant importance in protecting environment. The college has been striving hard to encourage eco-friendly activities and commitment towards maintaining balance in Eco-system student is prompted to distribute cloth bags and eco-friendly dustbins. NSS volunteers underwent training to prepare paper bags and they prepared 3500 paper bags to get them distributed different shops of the town. People highly appreciated this effort by the college and the students.

Paperless office:

Majority of documentation and communication is done through soft copies and computer-based network in the college. Admin carries out work through electronic mode and net-based communication. It involves online admission, online tests, Whats Aap message, circulars on website etc. These efforts are made to encourage minimum use of papers.

PLANTATION:

Environment has always been a focal point for the college and the students. The campus is replete with wide variety of trees, plants, green grass. Our college organizes "tree plantation" with all vigor and enthusiasm every year. Large number of sapling is planted every year. Right from 2014-15 to till date series of plantations have been done. NSS volunteers, officers and principal take keen interest in this noble work of saving environment. **Vapi Municipal Corporation** takes active interest in plantation every year by providing saplings to the college. On 24.7.2015 **"Herbal garden"** came into existence with plantation of more than 100 saplings of medicinal values. Inner wheel club, Vapi also extends help in procuring saplings for plantation. Rotary club Vapi also cooperates in best possible manner. On 6th June, college organizes "environment day" and rallies with placards are taken out by the students also. Distinguished guests keep on visiting our campus on various occasions for **"Green greetings".**

File Description	Document
Any additional information	[View Document](#)

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

Response: 4.11

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

2018-19	2017-18	2016-17	2015-16	2014-15
2.15168	2.13720	1.73994	2.82235	.83737

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

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

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

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

Response: 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	00	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	
Any additional information	

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

Response: 13

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

2018-19	2017-18	2016-17	2015-16	2014-15
3	4	2	2	2

File Description	Document
Report of the event	
Any additional information	

7.1.12

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

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document](#)

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

Response: Yes

File Description	Document
Provide URL of website that displays core values	[View Document](#)

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

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	[View Document](#)
Any additional information	[View Document](#)

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

Response: Yes

File Description	Document
Any additional information	[View Document](#)

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

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	[View Document](#)

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

Response: 68

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

2018-19	2017-18	2016-17	2015-16	2014-15
15	14	15	10	14

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

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

Response:

The college makes best possible effort to preserve core values enshrined in its Vision and Mission and instill awareness among students towards the nation. Hence, it celebrates national festivals, to recall supreme sacrifice, all our national leaders and freedom fighters made for the country. The birth and death anniversaries of the famous personalities and other important days are organised. It aims at infusing virtues of great leaders into the minds of young students for their future accomplishments. They are as follow:

Sr No.	Date	Name of the day	Significance		
1	12th January	National youth day	Birthday of swami Vivekanand		
2	26th January	Republic Day	Introduction of Constitution		
3	30th January	Nirwan diwas	Death of mahatmagandhi		
4	4th February	International Mother tongue day	Essay		

5	2nd February	Integrity Day	Taking oath for Integrity
6	17th July	Foundation day	Foundation of F Arts&com.college
7	15th August	Independence day	Nation's Independence British rule
8	27th July	Death Anniversary of Dr.A.P.J kalam	
9	29th August	Sports Day	Birthday of Dhyanchand hockey player
10	5th September	Teacher's Day	Birthday of sarwa Radhakrishna
11	14th September	Hindi Diwas	Birthday of Beohav Raje sinha
12	14th September	Flag Day	Flags are purchased contribution to blind.
13	2nd October	Gandhi Jayanti	Birthday of Mahatmagandh
14	31st October	Ekta Diwas	Birthday of sardar vallabh patel
15	14th November	Children's day	Birthday of Pandit Jawah Nehru
16	26th November	Constitution Day	Commemorate Adoption I
17	29th November	Gita jayanti	Commemorate

			Grantham's importance
18	6th December	Baba Ambedkar jayanti	Birthday of Baba Ambedk

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

Response:

The college tries its level best to maintain integrity and transparency in all its Financial, Academic, Administrative and auxiliary functions.

-

The college strictly abides by the rules and regulations of the state Government, University and Management to observe full transparency in all its financial functions. Reports and documents are completed with integrity and preparedness level is always ready for presentation whenever situation demands. Internal and external audits are done on regular basis. Accountsare audited annually by the auditors of management and the state government on three-tier basis.

The receipts of fees are given to the students. Pay slips, salary statements, form-16, duplicate service book, GPF statement of the Grant-in-aid teaching and Non-teaching staff are given to them.

1.

The college is affiliated to Veer Narmad South Gujarat University, Surat so it follows the rules and regulations of state Government ,University and UGC.

-

There is a complete transparency in admission and examination process and as per guidelines of the government, university allots intakes and seat.

It maintains transparency in evaluation, result and teaching-learning process also. The information regarding various programmes offered and various outcomes are displayed on the website. The evaluation work is done diligently and students are given opportunity to place their grievances, view their answer sheets in the classroom, interaction with faculties, principal for redressal also. They see the notice related to academics displayed on the college notice board and students can view them through SMS, whatsaap also.

Any issue related to university examination is solved in University redressal cell. Students are having rechecking and reassessment facility.

ADMINISTRATIVE

The college has a decentralized administrative structure for a well-coordinated, transparent work culture. It follows the university guideline along with other statutory bodies in recruitment of teaching and non-teaching staff.The staff observes professional ethics and maintain high level conduct. Various committees function in a well concerted manner under the guidance of principal, head of the administrative hierarchy. The institutions function as a "team" to realize its goals with utmost integrity and unity. Feedback from all stakeholders enables institute to adopt reforms and corrective measures.

7.2 Best Practices

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

Response:

Title of practice: **"Yes! Women Can"**

OBJECTIVE OF THE PRACTICE:

Discrimination of women is rampant in almost all walks of life. Proper education plays an instrumental role in transforming the society to meet the challenges of fast changing world. Getting women educated as well as empowered for the betterment of society.

Our institute has a distinctive vision for women education right from its establishment. Many of the families were not allowing their girls to go distant places for education. To resolve this issue, ROFEL Trust embarked on its noble vision to empower and enhance the status of girls. Our institute has given a platform to those girls who aspire to have higher education at their home town. Since long Rofel provides an opportunity to shape their career and give them confidence of **'YES! Women Can**" instead of "**Women May**". Since its inception ratio of the girl students has been increasing every year and they are coming from nearby 80 villages.

Our institute has more than 60% girl students. Our college has been making all-out effort to accomplish this goal among the students by enlightening the following values:

- Raise the confidence level of the girl students
- She should be aware of her status in all spheres.
- She must realize her capacity to resolve problems.
- She should be able to understand through knowledge and experience for a gender-neutral society.

THE CONTEXT:

Economic disparity, dependence and deprived of availing opportunities to get them educated have reduced women to a secondary role.

Over the years they have been victims to socially retrogressive practices **like dowry, Illiteracy, female foeticide, child marriage, domestic violence, sexual harassment at workplace etc**. Illiteracy is central to all these problems.

Hence, empowering women through education and skill development can only bring them at par with men. The society must realize the potential of women, who can be an asset to the family and the society at large. Still women lag behind in many areas and it calls for an awareness of their potential, legal rights, social & economic status to overcome gender discrimination.

 THE PRACTICE:

Hard realities mock at the helplessness of women. They were unequal in property right, education and choice of work.

Slowly situation is looking up and women's liberation is playing a vital role in emancipating them from the shackle of dark days.

Of late, series of measures and legal right have been taken by the successive governments. Women have made their presence strongly felt in all fields. Still bold steps are needed to uplift women to a desirable, respectful height. In order to achieve these Objectives **College- Women Cell** under the dynamic guidance of lady principal has carried out following activities:

* Certificate courses of Beauty care & Cooking (by Shaktimanch), self-defense are regularly held to make them self-employed.
* Since long our institute organizes Mehendi and hair style competition for girl students. Theses activities provide our girl students an opportunity to get self-employed.
* Brilliant presentation of **Garba and Dance** at college and inter college level, achieving presentation skill to kill stage fear and also developing team spirit.
* Poster presentation, slogan, Elocution and essay writing on various women issues bring out their creativity and public speaking confidence.
* Larger participation of girl in every activities.
* Organized guest lecture and talk for various legal, health & career related prospects.
* We celebrate women's day by various activities including Blood donation camp.
* Overall development through active participation in NSS, NCC activities.

* air style *HIGHER EDUCATION AND ROLE OF WOMEN*

In contemporary world women encounter number of issues and challenges in all walks of life. The central concern is to establish a gender neutral society.

EVIDENCE OF SUCCESS:

By raising the academic level, economic development women can be encouraged to attain gender equality. Government has been trying hard to bring about changes in the overall status of women. The college has made level best effort in this area and successes are evident in various out comes.

- Our lady staff members have achieved their Ph.D. Degree after joining their professional career in Rofel and they continuously guide them. Out of them 3 lady faculties have Ph.D. guideship also.
- Lady faculties provide girl students counselling on their various issues, show them path to overcome their problems.

- Since long **"Women Cell"** organized various activities for women empowerment.
- Our Alumni -Sonal Rajput (high court advocate), Nisha Parekh – (lawyer and In-charge Principal) regularly contribute their knowledge**.**
- Every year **"Self-defense training**" was given to girl students.

- Our NSS Volunteers- Prajapati Urvashi, Halpati Shilpa, , Krimil Haria, Viral Dhodi, and desai Bhumika, Dhonde Vaishanvi, Desai shivani, Halpati Mamta got selected to participate in National Integration camp (NIC).
- Bhavna Bhanusali was selected to attend Pre-RD camp, 2015.
- Krimil Haria and Viral Dhodi were awarded **state best volunteers (NSS)**.
- NCC cadets- Pushpanjali Jaiswal won gold medal in piloting, 2014. Saroj Sudha R won best drill award, 2015, Vidya Rajpurohit and Gudiya Mali bagged medal in kho- kho in 2016 in CATC camp.
- Pushpanjali Jaiswal attended RD camp in Delhi also. She is now employed in a school on the basis of her NCC performance.
- In sports arena girl students have obtained medals and represented at different levels. Bhandari Rashmita (Act as a University captain), Patel Jignisha (2014-15), Bhandari Rashmita and Patel Pratiksha (2015-16) at Gwalior, Patel Jignisha and Patel Prachi (2016-17), Patel Prachi, Patel Jignisha and Bhandari Brinjal (2017-18), Patel Prachi, Bhandari Sejal and Dhodi Mohini (2018-19) played in University Hockey Team.
- In academic field, few girl students have qualified NET/SLET examination also. Some of them are serving as college teachers also. Bhayani Dharti, Nisha Parekh, Patel Parinda passed NET. Patel kinjal, Dhodi Hiral qualified SLET. Our two faculties Prof. Parul Bhanvadia and Ms. Shalu Sharma (Visiting Faculty) cleared NET exam.
- Number of girl student came up with good ranks and gold medal in various subjects at university level also.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

Though sizeable number of girl students come from adjoining rural areas, teachers worked hard to convince them. With the passage of time, they showed enthusiasm and came forward to participate. Our principal, management extended cooperative and financial assistance to encourage this practice oriented towards **"women empowerment".**

Title of the practice: "Plastic and pollution free clean campus"

1.

India generates about 9.4 million tons of plastic waste each year and with no effective disposal method, the plastic waste litter the roadside, hill tops, sea, garden, travelling modes. Plastic waste management is a global concern.

At international level, around 90% of the plastic products is discarded as waste. So far more than 60 countries have banned **"single-use plastic"** to curb plastic pollution.

On the occasion of the 150th birth anniversary of Mahatma Gandhi, India also banned single use plastic items on 2ndOctober, 2019 including plastic bags, straws, cups, plates, small bottles and certain types of sachets. Our college has been making all possible efforts for the last 5 year to educate students to become aware of plastic waste, pollution and hazard to the eco-system.

- All the students and other stakeholder must be aware of plastic pollution
- They must know ways and means of facing and resolving this problem.
- They must develop attitude to cope up with this challenges.
- They must have proper understanding of this menace and how to propagate the idea of meeting this potent problem.
- Students should start from self-first.

1.

Plastic pollution is the accumulation of plastic objects and particles (plastic bottles, bags) in the earth's environment that adversely affects wildlife, habitat environment and human beings. So, college has realized the grave consequences of plastic and environmental pollution. Innovations around 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 competition on important occasions to focus on cleanliness, pollution-free campus, say no plastic and establish eco-friendly environment, heavy plantations.

- Campaign for plastic-free campus.
- Our students prepare paper bag from the old newspapers and distribute those handmade paper bag to retailers of Vapi.
- With the help of INNER WHEEL CLUB OF VAPI, students prepare cloth bag and distributed it for social welfare.
- With the support of GIANTS GROUP OF VAPI, our students undertake beach cleaning drive. NSS volunteer also did a rally for no plastic.
- With the help of Vapi municipality, our Volunteers did Door to door campaign for no plastic awareness, appreciated vendors who are not using plastic bags.
- Visiting villages –Namdha, Kaparada, Manekpur, Kalai, and Balitha and adjoining areas to spread the message of "no single-use plastic" and save the environment through "green" initiatives.
- Compost pit making Training
- Guest lectures on environment related issues.
- To make students aware of our environment, we teach 'Environmental studies' as a compulsory subject in first year.
- Students take oath for 'Cleanliness' and 'say no plastic' on the day of Gandhi Jayanti Celebration.

EVIDENCE OF SUCCESS:

- Above-mentioned campaign paid rich dividends. Plantations have been done on the campus, at lakhandev Pond and also in Vapi town by students.
- To spread the message of plastic free environment and cleanliness **"Swachchhata Jagruti Abhiyan"** was held and students did door to door campaign on 4/7/2016.
- "Environment Day" was celebrated with elocution, Essay-writing, Poster-making on various issues related to pollution-free environment.
- Students also downloaded SWACHCHHATA APP and helped local people to download APP and get its advantages.
- Our students also cleaned the statues of National Leaders at Bus Depot and other local area.
- To discourage vendors using Plastic bags, our NSS and NCC Volunteers urged them by presenting flowers.
- Our students did unique survey of 'Tree census' and 'Traffic survey'
- Smt. Vijayaben Patel, from INNER WHEEL CLUB OF VAPI gave training to our NSS volunteers for making paper bag from newspapers.
- The striking feature of this training was distribution of **3500 paper bags** among the different shops of Vapi town in the year 2017-18. It's our regular practice for last three years. A definite step towards plastic alternatives and innovation.
- In the year 2018-19, with help of INNER WHEEL Club of Vapi, students made 500 cloth bags and distributed in Vapi town.
- We organized Rally for 'No Plastic' in surrounding village- Namdha, Manekpur, Kalai, Balitha etc.

- ○ With the help of Giants Club of Vapi, we conducted beach cleaning at Kalai and Nargol.
- ○ NSS volunteers underwent 'Summer Internship Program 2.0' in Balitha village to spread the message of "Swachchhata" and insistence on "no plastic use" campaign during July, 2018. They propagated message through slogans and placards. Every year we organize 'Swachchhata Rally'
- ○ Vapi Municipality awarded this college with high appreciation under the commendable guidance of the principal, NSS volunteers, officers and other staff members.
- ○ College encourages steel utensils to be used by the staff members as well as NSS volunteers during their camps and rallies.
- ○ Since long we give our old notebooks and old newspapers for recycling for betterment of our environment also these recycled books are given to tribal belt poor students.
- ○ E-waste is also disposed on regular basis.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

It was really very difficult to shake off using plastic materials, products but with the passage of time good sense prevailed among all stake holders for increased use of non-plastic products and strategies for "**Green campus**." Management, agencies, local bodies, experts came forward to help realize this long-cherished goal.

Title of the practice: Daily prayer and YOGA

OBJECTIVES OF THE PRACTICE:

As college student one is bound to face various obstacles and runs into number of dead ends. However if he or she is firm in faith nothing can stand in his/her way. One just has to believe that things will work out eventually, and ultimately one just has to believe and keep trust in god's greater plan. Once students enter the college life, are also entering a whole new world full of new freedoms.

It is sad reality that this is becoming the norm in our society. To accomplish goal of character- building and cultivate various values, college has been carrying out **"Daily prayer"** and follows various activities:

- A students must have strong character
- He or she must imbibe spiritual and human values of confidence, sincerity, righteousness, sacrifice, love, affection, etc.
- They must realize the life-philosophy and harmonious relationships among all the members of a society.
- They must know yoga and its importance in life
- Relevance of prayer in changing, shaping up hearts and minds of the students.
- Yoga for Body-mind balance.

THE CONTEXT

Praying creates self-confidence, inner peace and also promotes moral ethics and personal character growth, it also removes depression. It provides a strength to young generation to fight back their problems. It

increase the inner trust. Through prayer, one establishes a way of communication, a way of expressing our selves to our creator, and a way of deepening our relationship with Almighty. He shows as how deeply he cares for us to understand how powerful he truly is!

THE PRACTICE

Institute has a PRAYER Committee that consists of one coordinator Dr. Khyatiben Vyas and Student members. The committee makes a schedule for daily different prayer. Prayer is sung by students through central audio system.

- Committee organized selection process to sort out students for this purpose.
- After selection of students different groups were formed.
- Students are supposed to undergo practice and they are told to do so.
- **"SARVA DHARMA PRAYER"** creates a pleasant atmosphere with the feeling of unity.
- INNER WHEEL CLUB OF VAPI organized Prayer Competition in our college in the year 2017-18. Sonali Solanki and Anjali Patel were winner.

Yoga encourages spiritual, mental and physical activities which includes prayer also. Yoga has obtained international recognition and college celebrates **"International Yoga Day" on 21st June** every year. Students along with staff members celebrates this day. During the last five years "Yoga" has been a main activity of the college in following ways:

- Yoga is included in regular timetable. It is performed under the guidance of Dr. Jagdish Patel, Physical instructor, Prof. Anita Mehta and yoga trainers from Patanjali Yoga Samiti.
- Every year, before "YOGA DAY" one week training program of yoga is organized for students.
- More than 33 students attended "YOGA DAY" at Valsad college campus for district level program. Principal motivated all the volunteers for their mental fitness.
- During NSS Special camp, Volunteers organize Yoga Session for Villagers and propagate its message.

EVIDENCE OF SUCCESS:

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

- Yoga- It has resulted in boosting up their mental health
  - following periodical practice.
  - Yoga activity that is conducted during special camp in different villages inspired them to practice it daily and benefits are visible in improving their physical & mental health.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

Initially students were not forthcoming in participating but with the passage of time and

motivation extended by the concerned faculty, the students started showing interest. Persistent practice generated interest in them.

File Description	Document
Any additional information	[View Document](#)

7.3 Institutional Distinctiveness

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

Response:

Personality Development & Employability.

Ever since its establishment, the college has been striving hard to accomplish the vision of empowering the students with values and skills which will make them good citizens and competent to face employment challenges. Hence, personality development and employability has remained a major thrust area of this institution. It has been suggested that educational institution should enhance the employability skills as well as personality through experts and professionals in this area.

Since Vapi is an industrial belt of Gujarat & throws wide range of job-opportunities to the job-seekers. As our institution draws sizeable number of tribal students, it becomes more necessary to develop their skills and groom personalities in such a manner to get gainful employment. Institution gives utmost priority to personality development and skill enhancement. Series of lectures, training, workshops, mentoring, and counseling's are conducted to achieve following goals:

- To develop personality as effective weapon for successful
-
- To make them self-confident, good decision-maker, optimistic, readiness to accept mistakes, self-esteem, learn new things, bold in problem solving.
- To develop positive attitude and body language.
- Psychological and emotional attributes ensure better workplace performance, interaction with other employers and management. So, this institution lays emphasis on "4Q"- 'IQ', 'EQ', 'SQ' and 'CQ' in educational activities as core strategies.
- **Industrial Visit:** our institute regularly conducts Industrial visit for final year students to get firsthand experience. Students can learn corporate culture and communication techniques.
- They can better identify their prospective area of work. It bridges a gap between theoretical training and practical experience, institute and industries.

Soft Skill Development:

In dynamic job market, soft skills are necessary for workplace. Employability skills shape the career of

students by enhancing their communication, presentation, team-building, leadership, time-management, interview and interpersonal skills.

"Soft skills" are often studied in the light of **"hard skills"** which are skills that include the knowledge problems. Soft skills enable a person to handle behavioral problems. Developing employability skills in students is a major challenge for educational institution. To accomplish this goal, college has been striving hard for succeeding years to cultivate following skills:

- A student must be self-confident.
- They should be aware of their goals.
- Skills that teach them self-reliance, explore their inner talent and make students do their own SWOT Analysis and enhance themselves to walk with the world.
- There should be clear-cut awareness of job avenues.

A survey by IBM shows that only 49% of industry and academic leaders believe higher education system across the globe is highly unsatisfactory regarding employment needs. In recent era technology has witnessed innovations and growth leading to new jobs which did not exist before.

Skill development is defined as what we do to improve productivity in the work place and the competitiveness of our work output in a conducive work culture etc. Specific objectives of skill development are as follows:

- Developing hard skills.
- Developing skills of observation and fruitful participation.
- Applying problem-solving approach.

- To carry forward the Vision and Mission of the institution in general and 'Personality Development and Employability", In particular, UDISHA Club (Placement cell) has been very instrumental for long.
- UDISHA Club since 2011 has been conducting various programs for on regular basis.

- District level "life Skill workshop" (KCG Sponsored) was organized on 25, 26. 2.2016. More than 126 students participated. '
- Skill Development workshop was organized. Mr. Dipesh shah shared his expertise in 'Reasoning, calculative Abilities'.
- Rtn. Hemang Naik delivered a speech on "Industries' expectations from college graduates" in the year 2016-17
- In 2017-18, A lecture on 'The world of Paradigm shift" was organized by Career Management
- In 2018-19 UDISHA club under its ambitious "Lakshya Project- MAA foundation" organized various programs. Topics like "problems solving, leadership, Customer focus", Resume making" "Ladder to success, crisis management etc.

- Various guest lectures were conducted by the institute under various committees and cells on topics like memory technique, career Goal Leadership, Way to success.
- Lavanya Patel enlightened on "mind power".
- In 2017-18, Shetal Gosai and Prof Abha Singhvi delivered their expert lectures on "Body language." Dr.S.Balasubramanian, a professor in Govt. College, Daman explained the necessity of "START UP" in industrial entrepreneurship.

- "Women cell" under its noble mission of "Women empowerment" guided series of programmes since 2014-15.
- Women cell conducted "Cooking, Beauty care, Music etc. programmes to develop skill so as to enhance the prospect of employment.
- Since our college is having commerce stream which aims at enhancing student's professional ability, it also organized certificate courses on Tally, GST to make students employable.
- State Government has selected our college and also provided fund for FINISHING SCHOOL Program that teaches soft skills

-
    - Some of our students got employment through placement cell.
    - Every year how to build a career in Mass communication and

journalism workshop is organized in the institute by NIMS. Student

namely Mehul Patel is working in Divya Bhaskar

Newspaper. Ms.Krimil Haria is working as a local reporter in T.V

   - Miss Sadika I Shaikh has been selected for sales executive by

Renault (Nanavati Cars Pvt. Ltd.) in 2018

- "JOB FAIR" was organized by Employment

Exchange, Valsad on 30.1.2018.

- A "campus Interview" was organized by the college under NIIT, Baroda (sponsored by ICICI Bank).
- District level Placement fair was organized in the institute in

7.2.2019. Total 79 companies participated.

- Mr. Swapnil K Patel has been selected by Kotak Mahindra Bank in

2019.

- Mr. Karnik Dhawal is working as an international umpire in table tennis.
- Mr. Deep Bumatriya works in Kotak Mahindra bank, Mr. Dhaval Gor Works in Schott Kaisa Company.
- Mr. Ashish Patel works as a Commercial Pilot.
-

Number of students is working in public and private sectors. Some

of our students are owners of personal business ventures which include manufacturing, trading,

consultancy, legal field, teaching field etc.

All these activities assumed importance in the wake of increasing emphasis on personality development, Skill development and their direct bearing on EMPLOYABILITY. All these efforts paid off in enabling the students to face interviews, job pursuits.

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

5. CONCLUSION

Additional Information :

- The Govt. of Gujarat and the Govt. of UK had organized International Faculty Development Program in London, in which our principal Dr. H.A Desai and Prof. A.L.Mehta have participated & got chance to meet with honorable PM of India at Delhi as a part of FDP.
- Our two faculty members served as external referees for Doctoral research work. (Thesis)
- College has produced a numbers of luminaries such as Shri Rakesh Chauhan- President of Silvasa Municipality, Rajeshbhai Kenny- Sarpanch (Maroli), Manishbhai Bhandari and Rakeshbhai Patel – Sarpanch, Deputy Sarpanch (Balitha Village), Bhavesh Raval (Military), Hardik Joshi - Karate Black belt, Krimil Haria- Surat GTPL news network and many more.
- Our institute undertakes various awareness programs such as Voter awareness, Hand for hope, pulse polio, door to door health awareness campaign etc.
- Our faculties had financially helped our two Supporting staff namely Suresh Bhai Patel (Gardener) and Dhirubhai Patel (peon) who were suffering from serious disease.
- Every year we collect donation for Blind Association
- Pooja Desai (NSS PO) attended national level 'Active Citizen Workshop' at Chennai and performed as a mentor for all other POs of our university.
- Our Psychology learners celebrated Swami Vivekananda Jayanti through "Vyasan Mukti" and "Saksharta Abhiyan" during the year 2012 to 2017 under the guidance of Dr. Khyati Vyas.
- Our NSS volunteers made Paper bags from Waste newspapers and distribute it in market as a part of 'No Plastic Drive'
- BOOK BANK for needy Students.
- Our students took part in SWACHCHHA BHARAT SUMMER INTERNSHIP 2.0, in which they went to Balitha village and conducted various activities on Swachchhata.
- To understand the importance of different languages, our institute celebrates 'Matrubhasha Day' (Gujarati), Hindi day and Sanskrit Day.
- Guidance for NET, SLET and Competitive examination is provided.
- For inner peace and to learn art, we organized MUSIC class.
- In sports, every year our girl students are selected and played HOCKEY at national level in university team.
- Two of our students were awarded 'BEST VOLUNTEER' in NSS.

Concluding Remarks :

- To foster our core values in our students, our institute not only works for academic excellence but also for community through active participation in social and environmental awareness drives and to make our students good and responsible citizens.
- To inspire other students, every year in each class we motivate and recognize the academic performance of those students who get 1st class. We felicitate them with books to inculcate reading habit in them.
- Some of our staff members declare prize in memory of their parents for those students who stand first in

university examination at college.

- ○ Numbers of career counselling programs are conducted for students that help them to choose career as per their talent, interest and potential.
- ○ We also motivate our students to participate in different cultural, academic and sports events in various colleges to explore their inner potential.
- ○ Our physical instructor gave service as a referee in Volleyball tournaments at state level.
- ○ Some of the faculties deliver speech on 'Radio' on different topics.
- ○ Our faculties also played a vital role as a subject expert in various interview panel.
- ○ 'Earn while Learn' Project is in hand for benefits of poor students.
- ○ Our institute believes in overall personality development of the students and proactively organised various programs of soft skill and etiquttes.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.3	Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years 1.2.3.1. Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years Answer before DVV Verification: 	2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
127	206	48	200	64 | Answer After DVV Verification : | 2018-19	2017-18	2016-17	2015-16	2014-15
---	---	---	---	---
127	206	48	100	64	 Remark : As per HEI clarification.
1.3.2	Number of value added courses imparting transferable and life skills offered during the last five years 1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years Answer before DVV Verification : 673 Answer after DVV Verification: 4 Remark : Metric is regarding number of courses.
1.3.3	Percentage of students undertaking field projects / internships 1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 201 Answer after DVV Verification: 1 Remark : HEI has not provided supporting documents -Report of the field visit/ project work. Documents provided are in google drive which cannot be considered.
2.3.2	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. 2.3.2.1. Number of teachers using ICT Answer before DVV Verification : 40 Answer after DVV Verification: 0 Remark : HEI has provided geo-tagged photos of about 21 faculty members using ICT for

	teaching. Teachers who use ICT for teaching only cannot be considered. Input is revised to 0 as HEI has provided no other supporting documents - LMS website, Academic management system or link of LMS, moodles.
2.3.3	Ratio of students to mentor for academic and stress related issues 2.3.3.1. Number of mentors Answer before DVV Verification : 30 Answer after DVV Verification: 21 Remark : Metric 3.1 states that the number of full time teachers is 21. Only full-time teachers can be considered as mentors.
2.4.5	Average percentage of full time teachers from other States against sanctioned posts during the last five years 2.4.5.1. Number of full time teachers from other states year-wise during the last five years Answer before DVV Verification: table1 Answer After DVV Verification : table2
3.1.2	Percentage of teachers recognised as research guides at present 3.1.2.1. Number of teachers recognised as research guides Answer before DVV Verification : 07 Answer after DVV Verification: 05 Remark : As per submitted documents.
3.2.2	Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years 3.2.2.1. Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years Answer before DVV Verification: table3 Answer After DVV Verification : table4

table1:
2018-19	2017-18	2016-17	2015-16	2014-15
04	04	04	04	04

table2:
2018-19	2017-18	2016-17	2015-16	2014-15
04	04	04	04	04

table3:
2018-19	2017-18	2016-17	2015-16	2014-15
25	20	15	16	16

table4:
2018-19	2017-18	2016-17	2015-16	2014-15

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1	1	2	0	1

Remark : Only programs related to the metric are accepted.

3.3.4	Number of research papers per teacher in the Journals notified on UGC website during the last five years 3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>10</td><td>06</td><td>20</td><td>18</td><td>19</td></tr></table> Answer After DVV Verification : <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> Remark : None of the entries were complete with link to UGC Care. Only one of the claimed journal could be found in UGC Care.
3.4.3	Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years 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., year-wise during the last five years Answer before DVV Verification: <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>28</td><td>29</td><td>31</td><td>28</td><td>40</td></tr></table> Answer After DVV Verification : <table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> Remark : All supporting documents are in regional language.
3.5.1	Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years 3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
43	21	42	19	30

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

Remark : Copies of collaboration/related documents not provided. Provided documents are in regional language. Photos and newspaper clippings not captioned and have no dates.

4.1.4	Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
500000	2000000	700000	300000	1400000

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
5	20	7	3	14

Remark : Edited to INR in Lakhs. Confirmed as per account officer attested consolidated document.

4.2.4	Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
196303	256118	325698	251945	182835

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1.96303	2.56118	3.25698	2.51945	1.82835

	Remark : Edited to INR in Lakhs. Confirmed as per CA attested consolidated document.

4.3.3	Available bandwidth of internet connection in the Institution (Lease line)
	
	    Answer before DVV Verification : >=50 MBPS
	    Answer After DVV Verification: <5 MBPS
	Remark : Proof of bandwidth not provide/ not legible.

4.4.1	Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years
	
	   4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)
	     Answer before DVV Verification:
	
	<table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>468335</td><td>1151785</td><td>688904</td><td>647967</td><td>681204</td></tr></table>
	     Answer After DVV Verification :
	
	<table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>4.68335</td><td>11.51785</td><td>6.88904</td><td>6.47967</td><td>6.81204</td></tr></table>
	
	   Remark : Edited to INR in Lakhs. Confirmed as per CA attested consolidated document.

5.1.1	Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years
	
	   5.1.1.1. Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years
	     Answer before DVV Verification:
	
	<table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>811</td><td>809</td><td>808</td><td>868</td><td>795</td></tr></table>
	     Answer After DVV Verification :
	
	<table><tr><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td></tr><tr><td>111</td><td>155</td><td>198</td><td>192</td><td>232</td></tr></table>
	
	   Remark : Freeships under Kanya Kelavani is accepted. Could not verify Postmatric scholarships as translated versions of supporting documents were not provided.

5.1.2	Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years 5.1.2.1. Total number of students benefited by scholarships, freeships, etc provided by the

institution besides government schemes year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
827	822	817	871	825

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
16	13	9	3	30

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations

2. Career counselling

3. Soft skill development

4. Remedial coaching

5. Language lab

6. Bridge courses

7. Yoga and meditation

8. Personal Counselling

Answer before DVV Verification : A. 7 or more of the above
Answer After DVV Verification: C. Any 5 of the above
Remark : No supporting documents provided for remedial coaching and personal counselling.

5.2.1 Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year-wise during the last five years
Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
145	117	146	36	25

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
24	12	22	3	13

	Remark : HEI has not provided any supporting documents as per SOP to claim the students were placed through placement drives at campus or other HEIs. Input edited aftter removing self employed claims.
5.2.3	Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1. Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years
Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	01	01	02

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	01	02	01

5.2.3.2. Number of students who have appeared for the exams year-wise during the last five years
Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
251	291	283	308	350

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	2	1

Remark : As per HEI clarification. |
| 5.3.3 | Average number of sports and cultural activities/ competitions organised at the institution level per year

5.3.3.1. Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years
Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
37	31	41	30	33

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15

2	2	2	2	2

Remark : ? All activities conducted under an event will be counted as one event. Community activities are not considered here.

5.4.2	Alumni contribution during the last five years(INR in Lakhs)
	
	   Answer before DVV Verification : ? 5 Lakhs
	   Answer After DVV Verification: <1 Lakh
	Remark : No relevant proof submitted.

6.3.2	Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years
	
	   6.3.2.1. Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years
	   Answer before DVV Verification:
	
	{table1}
	
	   Answer After DVV Verification :
	
	{table2}
	
	Remark : Supporting documents as per SOP not submitted.

6.3.4	Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years
	
	   6.3.4.1. Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years
	   Answer before DVV Verification:
	
	{table3}
	
	   Answer After DVV Verification :
	
	{table4}
	
	Remark : Programmes of duration less than a week not accepted.

table1:

2018-19	2017-18	2016-17	2015-16	2014-15
08	24	23	24	21

table2:

2018-19	2017-18	2016-17	2015-16	2014-15
4	2	2	1	0

table3:

2018-19	2017-18	2016-17	2015-16	2014-15
06	04	01	21	03

table4:

2018-19	2017-18	2016-17	2015-16	2014-15
06	04	00	18	03

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
20	16	13	12	10

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
6	6	6	5	4

Remark : Programs under one category (introduction of certificate courses, community outreach activities etc) are grouped together. They are accepted as separate programs in various other metrics. Supporting document provided as MoM in the HEI website.

| 7.1.3 | Alternate Energy initiatives such as: |

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

7.1.3.1. Annual power requirement met by the renewable energy sources (in KWH)
Answer before DVV Verification : 8640
Answer after DVV Verification: 1.4
7.1.3.2. Total annual power requirement (in KWH)
Answer before DVV Verification : 38426
Answer after DVV Verification: 38426

Remark : 60 W Solar Panel.

| 7.1.4 | Percentage of annual lighting power requirements met through LED bulbs |

7.1.4.1. Annual lighting power requirement met through LED bulbs (in KWH)
Answer before DVV Verification : 14085
Answer after DVV Verification: 0
7.1.4.2. Annual lighting power requirement (in KWH)
Answer before DVV Verification : 14085
Answer after DVV Verification: 14085

Remark : Relevant supporting documents nt submitted.

| 7.1.8 | Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years |

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
215168	213720	173994	282235	83737

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2.15168	2.13720	1.73994	2.82235	.83737

Remark : edited to INR in Lakhs. Consolidated statement is certified by CA but copy of expenditure statement with relevant sections highlighted not provided.

7.1.9	Differently abled (Divyangjan) Friendliness Resources available in the institution: 1. Physical facilities 2. Provision for lift 3. Ramp / Rails 4. Braille Software/facilities 5. Rest Rooms 6. Scribes for examination 7. Special skill development for differently abled students 8. Any other similar facility (Specify) Answer before DVV Verification : B. At least 6 of the above Answer After DVV Verification: D. At least 2 of the above Remark : Ramp Physical facility-wheelchair Scribes for examination

7.1.10   Number of Specific initiatives to address locational advantages and disadvantages during the last five years   7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
15	19	24	15	23

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	00	0	0	0

Remark : Proper supporting documents as per SOP not provide. Photographs are not captioned. Translated versions of reports are not provided for verification.

7.1.11   Number of initiatives taken to engage with and contribute to local community during the last five

years (Not addressed elsewhere)

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
16	19	24	15	23

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
3	4	2	2	2

Remark : Proper supporting documents as per SOP not provide. Photographs are not captioned. Translated versions of reports are not provided for verification.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
24	17	23	15	21

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
15	14	15	10	14

Remark : All activities conducted during one celebration/ day grouped together.

2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of courses offered by the institution across all programs during the last five years Answer before DVV Verification : 202 Answer after DVV Verification : 188
2.2	Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1113	1025	998	936	874

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1113	1029	995	927	873

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
24	24	24	24	21

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
21	21	21	21	18

4.1	Total number of classrooms and seminar halls Answer before DVV Verification : 20 Answer after DVV Verification : 17

4.2	Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
5004497	5267048	4591886	4519309	3847026

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
50.04497	52.67048	45.91886	45.19309	38.47026