YEARLY STATUS REPORT - 2021-2022

Part A
Data of the Institution

1.Name of the Institution	Government Arts College, Maninagar, Ahmedabad
• Name of the Head of the institution	Dr. Namita Sharma
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07922932516
• Mobile No:	09825190423
• Registered e-mail	info@gacmaninagar.com
• Alternate e-mail	namitaparimal@hotmail.com
• Address	Shree K.K. Shastri Educational Campus, Khokhra Road, Maninagar (EAST)
• City/Town	Ahmedabad
• State/UT	Gujarat
• Pin Code	380008
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Gujarat University**
• Name of the IQAC Coordinator	**Jagdish Parmar**
• Phone No.	**07922932516**
• Alternate phone No.	**NA**
• Mobile	**9924422083**
• IQAC e-mail address	**iqacgacmaninagar@gmail.com**
• Alternate e-mail address	**jagdish_7755@yahoo.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.gacmaninagar.com/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.gacmaninagar.com/includes/pages/academic-calendar-2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.39**	**2019**	**15/06/2019**	**14/06/2024**

6.Date of Establishment of IQAC	**03/07/2015**

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

Institutional/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
INSTITUTION	SALARY (C-1)	GOVERNMENT OF GUJARAT	2021-22	22615000
INSTITUTION	CONTIGENCY (C-2)	GOVERNMENT OF GUJARAT	2021-22	230000
INSTITUTION	MAINTENANCE (C-3 PROFESSIONAL SERVICES)	GOVERNMENT OF GUJARAT	2021-22	813000
INSTITUTION	FINISHING SCHOOL	KCG, AHMEDABAD	2021-22	81918
INSTITUTION	SECURITY SERVICE	KCG, AHMEDABAD	2021-22	763388
INSTITUTION	SAPTDHARA	KCG, AHMEDABAD	2021-22	100000
INSTITUTION	UDISHA	KCG, AHMEDABAD	2021-22	50000
INSTITUTION	CLEANING SERVICE	KCG, AHMEDABAD	2021-22	561733
INSTITUTION	ECO CLUB	GEER FOUNDATION	2021-22	5000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	2	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

1. Introduction of three new subjects-: History, Geography and Political Science. 2. Adapting to offline and blended education in class and digital mode for office administration. 3. Launch of NSS, ECO club and Coaching classes for competitive examinations. 4. Webinars and workshops. 5. Skill development workshops for self employability of students.

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

Plan of Action	Achievements/Outcomes
Introduction of three new subjects	Gave larger choice to students as per NEP guidelines. Demand for the admission gained significantly due to the aspiration of students for government exams as these subjects provide firm foundation in competitive examinations.
NSS strengthened its foundation	Several social service activities instilled a sense of community service and giving amongst students
Webinar Meghdut - Kalidas	The college invited an alumni to encourage fresh batches of students for cultural events while at the same time encouraging Sanskrit language,
Tree Plantation	ECO club's initiative towards a cleaner campus and greener campus.
Co-Operative Education Classes	Students of Economics benefit from these classes as they receive a practical understanding of the way the cooperative system works.
Finishing School	Enhanced life and spoken English skills of the students.
Saptdhara	The seven streams allow students to grow in their chosen extracurricular field while at the same time providing ample opportunity to the students to hone their hidden talents.
Teachers Day	To honour the memory of late Sri Sarvepalli Radhakrishnan, the exercise prepares students to be a part of the teaching fraternity in future and also develop leadership qualities.

Sanskrit Saptah	This helps the students to bond with their ancient cultural roots while allowing the subject to grow and evolve.
Angdan Pratigya Abhiyan Program	On world organ donation day, students were acquainted with the noble cause of organ donation.
Old Age Home visit by NSS	In compliance with NSS aim, students learnt to care and share.
Expert Lectures	Each department was asked to invite at least one subject expert so that knowledge may be widened beyond the horizons of regular teaching.
Fine Art Workshop	A tiny step towards inclusion of the subject in the curriculum and also hone the talents of the students in this field.
Hair Cutting Workshop	A step towards self employment and especially women empowerment.
Chocolate Making and Wedding Packaging Workshops	Women empowerment and self employment. Girls may not be allowed to work after marriage, hence economic independence can be achieved by working from home.

13.Whether the AQAR was placed before statutory body?   No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	**29/12/2022**

15. Multidisciplinary / interdisciplinary

As per the guidelines of NEP 2020 and the guidance of Education Department, Our College (Government Arts College, Maninagar) is one of the first colleges of Gujarat to become a part of cluster of colleges formed at K. K. Shastri Educational Campus namely - 'K. K. Shastri Government Colleges Confederation' to offer accessible, equitable and affordable state of the Art academic facilities and varied multidisciplinary subject options and skill enhancement courses to students based on their needs, interests and talents by pooling the resources available. Our institute proposed to start Fine Arts Degree and Diploma Courses. Yoga was proposed as a Certificate Course in the new academic term.

The institute also made efforts to sensitize faculty members and through them acquainted students towards the importance of multidisciplinary education in today's fast expanding digital world. The IQAC and NEP Implementation Committee held brainstorming sessions with the heads of different departments and other faculty members for exploring various state of the art, multidisciplinary subject options and latest courses to be offered to students in future which would enhance their skills in their chosen areas as per the guidelines of NEP 2020.

16. Academic bank of credits (ABC):

Special Sessions were held in the college by IQAC and NEP Implementation Committee to spread awareness amongst the administrative staff, in particular students' wing, faculties and students about the Academic Bank of Credits' system to be introduced in the Higher Education Colleges and Universities in the coming years as per the guidelines of NEP. The new sysytem of ABC was discussed in these sessions and how it will work as a digi locker for accumalation of the various credits secured by the students while studying in various HEIs across the state and the country. It will help in smooth implementation of the flexible, multiple entry - exit system to be introduced for students of HEIs as per NEP 2020 guidelines.

17. Skill development:

The college organized 80 hours 'Finishing School Training Programme' for students of Third Year to enhance their English Language Skills

and Employability skills. Modules of the course included English Conversation, Public Speaking, Group Discussions, Grammatical theories and Vocabulary Enrichment and its practical usage in day-to-day Conversations, Personality Development, Interview Skills, Confidence building etc.

In order to enhance the skills and chances of self-employability, the college conducted several workshops-:

A lecture on drama and the Navaras was conducted in December 2021 to encourage students' participation in performing arts.

Career counselling and coaching for competitive examinations was conducted for students in January 2022.

A lecture on translation was conducted in February 2022 for language students.

Hair cutting and self-grooming workshop was conducted in February 2022.

Tattoo art in February 2021

As a precursor to starting Fine Arts as a subject, cartooning, sketching and painting classes were conducted in February 2022.

Chocolate making and wedding packaging classes in March 2022.

To build confidence amongst the girls, self-defence classes were conducted in October 2021.

Innovation workshop was attended by our students at Gujarat Arts and Science College, in May 2022 to sensitise students about start up programs so as to create self employment opportunities.

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

Indian Knowledge system has been passed down through generations and played a significant role in shaping India's history and culture, encompassing and encouraging a wide range of traditions. As per the ancient values of India, Government Arts College Maninagar

encourages a secular environment on campus where students are taught to respect other religions and their practices.

The college has Indian Culture or Indology as a subject since its inception. Students learn traditional values and also the rich cultural heritage of India. As part of the curriculum, students are taken on a heritage walk through the city so that they may understand the rich architecture and culture of the city of Ahmedabad while a visit to Lalbhai Dalpatbhai Centre of Indology, a treasure house of rare manuscripts and books of India is also undertaken each year.

Sanskrit is a compulsory language in the first year and each year the students participate in shloka recital, stotra recital, story narration in Sanskrit, participation on Srimad Bhagvat Gita Jayanti, Sanskrit Sambhasana i.e. conversing in Sanskrit and enactment of Sanskrit drama.

As a part of IKS, Online Yog Sessions were conducted by our Sports teacher for our students and faculties to train them in our ancient practice of 'Yog Sadhana' for ensuring their mental and physical wellbeing.

Traditional days are celebrated on campus. Competitions of traditional arts such as mehendi, rangoli, classical and folk dance and songs are also conducte

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

Nine programs are run by the college as per Gujarat University syllabi. Each course has its well defined outcome as stated in the syllabi. It is discussed by the concerned faculty in the classroom at the beginning of the academic semester. Several outreach programmes are conducted on campus for the benefit of students so that they are well equipped for their careers in future. The focus is on self employability, government competitive examinations, grooming, personality development, interview skills and career counselling. Field visits are also encouraged so that maximum benefits may be reaped from each program.

A lecture on drama and the Navaras was conducted in December 2021 to encourage students' participation in performing arts.

Career counselling and coaching for competitive examinations was

conducted for students in January 2022.

A lecture on translation was conducted in February 2022 for language students.

Hair cutting and self-grooming workshop was conducted in February 2022.

As a precursor to starting Fine Arts as a subject, cartooning, sketching and painting classes were conducted in February 2022.

Chocolate making and wedding packaging classes in March 2022.

To build confidence amongst the girls, self-defence classes were conducted in October 2021.

20.Distance education/online education:

The college has adopted a blended form of learning in online and offline mode. However, with the easing of the pandemic, students welcomed the offline mode of teaching because they could also participate in extra curricular activities which are an integral part of college life. However we continue to encourage online participation in webinars and academic exchange programmes. A week long online sensitisation programme was conducted on NEP by the college faculties. This was done to familiarise students with NEP 2020 and ABC (Academic Bank of Credit).
Yoga and motivational classes were conducted in online mode in continuation of the practice started during covid days.

Several outreach programmes related to NSS, SSIP and Innovation were conducted in online mode.

As a part of blended learning, literature departments screened movies related to the syllabus.

Various departments conducted online quizzes to enrich the subject knowledge of the students and encourage maximum participation.

Finishing School Training Programme was conducted in online mode.

Many Online Training Programmes, Workshops, and Webinars were conducted

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	9

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	325

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	191

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	154

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	13

File Description	Documents
Data Template	View File

3.2	**18**
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	**18**
Total number of Classrooms and Seminar halls	
4.2	**26.05**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**25**
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college follows the CBCS pattern and the University academic calendar. The college has qualified faculty who are selected by Gujarat Public Service Commission and appointed by CHE. Each academic year, departments submit individual academic calendars detailing their plan of action for the whole year, keeping in mind the time frame given by the university.

During COVID times, teaching, seminars, orientation and examinations were conducted on the MS Teams platform. With students returning to the campus, our main aim has been to bring normalcy in their lives, by giving them psychological and physical comfort while regularising teaching and attendance.

Curriculum is delivered effectively and efficiently using Smart

Classrooms. Expert lectures are conducted with prior approval of IQAC on subjects related to the syllabus and other holistic areas. Students have access to internet on campus and a list of reference books and E material is provided. Students are briefed about the examination patterns and the distribution-of internal and external marks by subject teachers and also during Orientation of freshers.

Offline tutorial lectures cater to weaker students and are devoted towards resolving students' doubts.

Some faculty members were invited by Gujarat University, Board of Studies to set question papers and for assessment work.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

In the beginning of every academic year, academic calendar is uploaded on the website of the university and completion of syllabus and vacations are followed as per the same calendar.

A dual level examination pattern has been adopted i.e continuous internal assessment and the end semester university examination based on the ratio of 30: 70. The thirty marks are decided on the basis of internal evaluation, assignments, seminars project work, practicalsand attendance. Examinations are conducted strictly according to University guidelines and as per Gujarat University syllabus. Foundation and Soft Skill papers at the F.Y.B.A. level consist of 100 marks and assessed as part of Universityexamination. Students are oriented about the evaluation process in the orientation meeting and regularly during classroom teaching.

Examination cell consisting of senior faculty members is formed for smooth functioning of examination process. College ensures transparency in the evaluation process.Result of the internal test is displayed on the notice board. If there is any query,the students can approach the respective department.

In the post COVID scenario, examinations were conducted in offline mode as per the rules and guidelines of the university and

department of Higher Education.

Continuous evaluation is done through regular submission of assignments, quizzes and seminars.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in **D. Any 1 of the above** **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

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

1.2 - Academic Flexibility

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

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

9

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

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

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

1

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

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

35

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

35

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

Various workshops are conducted by Collegiate Women Development Cell such as self defense techniques, skill based and vocational training

for women. Awareness of women's rights, legal aid, female hygiene and health issues etc. are tackled through expert lectures. Not only girls but boys are also encouraged to participate in these workshops so as to ensure gender sensitisation.

Gir foundation grants were utilised by the ECO club for tree plantations and marching towards a greener campus. Environmental studies are included in the Foundation paper for Semester II. Students are taught conservation of resources and the value of organic farming. Cleaning staff on campus are taught the necessity of segregation of waste.

NSS students have contributed significantly to society during the pandemic through distribution of grain, spending time with the elderly and sharing with the needy.

Human values, professional ethics are imbibed in the curriculum:

- Department of Sanskrit; Panchtantram, Hitopadesh, Introduction to Ramayana, Introduction to Mahabharata.
- Department of Psychology; Child counseling, Personality developments
- Department of Economics; Gandhian Philosophy
- Department of Indology; Indian Religion, Indian tribal culture, Social Institutions of India, Cultural heritage of Gujarat, Indian culture and Heritage.
- Department of Guajarati and English ; learning of Humanvalues through stories, novels, one act plays and poems.

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<u>View File</u>

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

44

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

1.4 - Feedback System

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

A. All of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows   **C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.gacmaninagar.com/includes/pages/student-satisfaction-survey---2021-22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

360

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

165

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

2.2 - Catering to Student Diversity

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

Students are admitted as per Centralised University merit in accordance with their subject choices. The college admission committee counsels students in choosing subjects at the time of

admission but the final choice rests with the pupils. However, if a student finds it difficult to cope up at the end of the two semesters, then he/she is given a chance to inter change Core and First Elective subjects in the third semester so that they can perform better.

The college also arranges special lectures by invited experts, so that advanced learners may benefit by upgrading their knowledge beyond the given curriculum.

Respective subject teachers keep a record of academic performances of the students based on Continuous Internal Evaluation namely, group discussions, class performances and term ending internal examinations. Marks are displayed and discussed by faculty and weak students are counselled accordingly. Tutorial classes are devoted for one on one teaching and students are asked to attend the same for better understanding of the topics.

College maintains a record of attendance and strictly follows the university rules for the same. Finishing School classes and UDISHA classes help students brush up communication skills, prepare for competitive examinations and develop interview skills for the future.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
694	14

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Field visits, relevant organisational visits to banks, companies,

dairies etc are undertaken by individual departments.

Cooperative lectures are conducted each year by Department of Economics in collaboration with Ahmedabad District Cooperative Union which is under Gujarat State Cooperative Union.

Visits to L.D Institution of Indology and Heritage Walk are undertaken by the Department of Indology.

Department of Psychology has a counselling centre for students.Students are encouraged to participate in social surveys.

Department of Political Science involved students in the task of electoral enrolment of students so that they may comprehend the electoral process better. Each year the college appoints Campus Ambassadors who represent the youth voters.

Power Point Presentations,audio-visual aids and movie and documentary screenings are used for advance learning processes.Debates, quizzes and class seminars are undertaken to encourage greater understanding and participation of the students in the teaching process so that classes may be more interactive.

NSS undertakes visits to old age homes, villages and Civil Hospital to develop team spirit and experiential learning amongst students.

NCC cadets are given responsibilities so as to instill leadership training amongst them.

The college ensures organization and participation of students in extra curricular and co curricular activitieswhich contribute to their overall development.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

- During the pandemic, online teaching and conducting of examinations became the only link between faculty and students. However, the silver lining was that it also opened doors to enhanced usage of ICT learning.
- The Institution has provided a learning environment that is conducive to ICT learning and teaching by upgradation of ICT facilities.
- Faculty has the requisite facilities for preparation of computer aided teaching.
- Existing internet facilities were upgraded in March 2021 with the help of grants from the government. This provided high speed net connectivity to staff and students.
- Smart classrooms were utilised during COVID and this usage has been maximised after students returned to campus.
- Online meetings between the Principal, faculty and Commissionerate of Higher Education are conducted on the MS teams platform. This has saved time and helped us to utilise precious government resources fruitfully.
- A well-equipped computer laboratory helps students in computer aided learning and skill development.
- Film club, library software for visually challenged students has also come to the aid of teachers and students.
- Boot camps and competitions have helped to familiarise students with computers and polish their computer skills.

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

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

2.3.3.1 - Number of mentors

14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

14

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

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

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

14

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

174

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

2.5 - Evaluation Process and Reforms

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

- **At the beginning of every academic year the academic calendar is prepared as per the rules of the university and keeping in mind the allocation of teaching days and schedule of examinations.**
- **Semester wise Internal Evaluation is followed which includes examinations, projects, practicals, attendance and seminars as per university norms and is worth 30 marks.**
- **College internal exams are of 50 marks.**
- **External examination for the remaining 70 marks is conducted by Gujarat University.**
- **All faculties acquaint students about the criteria of internal assessment like home assignment, internal test, projects, attendance etc. at the beginning of the year.**
- **Examination cell is formed to ensure smooth functioning of the evaluation process.**
- **College ensures effective implementation of transparency of the evaluation reforms of the university and the college itself under the close supervision of the examination committee.**
- **Internal test marks are displayed on the notice board and students can approach concerned subject teachers for reassessment if not satisfied.**
- **Meeting of the examination committee, Heads of departments and the Principal is convened before examinations to discuss the exam schedule, evaluation timeline and troubleshooting if any.**
- **A meeting is convened after examinations for assessment of results.**
- **The college is also a centre for university examinations.**

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

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

- **The Process of internal assessment is implemented by the examination committee of the college which consists of senior faculty and Convenors of admission committees for each year.**
- **The examination committee is responsible for transparency, accountability and punctuality in the internal evaluation process.**
- **Each faculty takes care of seminars, attendance and assignments in the papers assigned to them.**
- **Marks are submitted and compiled by Heads of the departments before submitting to the examination committee.**
- **Internal exams are conducted as per university academic calendar.**
- **If a student has any query about his performance, then the concerned teacher addresses his/ her doubt till the student is satisfied. Any modification in marks is duly rectified and the student is informed of the same.**
- **Internal evaluation process is explained in detail to the new students during the orientation programme.**
- **Internal marks of 30 consisting of examinations, assignments, seminars and attendance are sent to the university where external evaluation of 70 marks is conducted in the university examinations at the end of each semester.**
- **The college retains the answer sheets of three years for any queries that may crop up.**
- **If a student is dissatisfied with his/her performance in the university examinations re- assessment process is also initiated by the college.**

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

- **Board of Studies of diffefrent subjects inform the departments of changes in the syllabi and heads of the departmentallocate papers for teaching to the faculties after internal discussions. The objectives and expected outcomes of various courses are also evaluated at the beginning of the semester.**
- **Students are familiarised with different courses run by the college at the time of admission. They are further acquainted with the syllabus and examination pattern during orientation and individual subject lectures. Course outcomes are discussed in classrooms and by the placement cell.**
- **It is our constant endeavour to introduce students to critical and research-oriented thinking.**
- **Studies of Literary scholars and their masterpieces are focused upon which aids in the survival of ancient languages and scriptures.**
- **Language students enrich their language and learn about human and moral values, culture and traditions of different regions and countries.**
- **In the Social Science subjects, students are taught the relevance of their topics in the current scenario. For example, Economics students are introduced to Cooperative management through practical classes.**
- **Psychology covers counselling as prescribed in the syllabus and students are taken on visits to mental hospitals for a first-hand exposure.**
- **Field trips provide an opportunity for first-hand experience.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

All Heads of the Departments discuss the course outcomes at the beginning of the academic year with other members. Syllabi is discussed and the examination pattern conveyed to the students in class. Teachers regularly ensure that the course content is delivered fruitfully through a healthy rapport with the students in class. Question papers are set in such a manner so as to assess how much the student has grasped. Class tests also ensure the same. Results and feedback forms are analysed so that the administration is aware of lacunas in different spheres. Assignments/projects submitted by students and marks obtained by them also indicate the outcomes. Marks are also reserved for attendance, this ensures that students attend classes sincerely. Feedback forms are discussed with the stakeholders and necessary action taken to resolve problem areas.Social awareness programmes are also encouraged and stress is laid on the holistic growth of the students. Internal and external examination results are an excellent parameter of the students' growth. Internal marks are analysed by the Principal and Examination Committee before submitting to the university.

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

2.6.3 - Pass percentage of Students during the year

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

160

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

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may

design its own questionnaire) (results and details need to be provided as a weblink)

https://www.gacmaninagar.com/includes/pages/student-satisfaction-survey---2021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during

the year

3

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

0

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**No File Uploaded**

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.3 - Extension Activities

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

The institute is committed to sensitize its students about social issues and instill in them values of Community Service, Empathy, Civic Responsibility and Group Living. As a part of Extension Activities, an NSS unit was established in the college in which 100 students actively participated in various Social Service activities carried out through out the year for the well being of its neighbouring community and needy people in the city. Various Programmes viz Tree Plantation Drive, Seven Days workshop on 'Co operation' , 'Swachhta Abhiyan' Programmes, Awareness and Oath Taking for Organ Donation, Visit to Old Age Home, Awareness Programme on "No Plastic Use", Grain, Footwear, Mask and Sanitizer Distribution in the neighbouring areas, Fruits, Biscuits and Toy Distribution at Civil Hospital were organized by the college fordevelopment and well being of its neighbourhood community which in turn helped to create compassion,understanding and team work in students ensuring their holistic development.

The college also has an active Women's Cell which organizes various programmes and activities for gender sensitization and addressissues faced by female students and women of the society. A lecture was organized for addressing the issues and dillemarelated tomenstrual cycle, meno pause and nutrition.

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

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

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

0

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

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

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

21

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

525

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college makes systematic efforts to ensure constant and continuous updation in the infrastructure. It's equipped with all the required basic amenities which include sufficient number of classrooms, laboratories and staff rooms. Committees are in place for creation, maintenance and enhancement of infrastructure. The institution approaches RUSA, Knowledge Consortium of Gujarat and Commissioner Higher Education for allocation of various funds.

- **Class rooms can accommodate 90 students each (approximately)**
- **College is well equipped with computers. College has smart classrooms equipped with smart boards which are regularly used for teaching-learning and imparting quality education**

- **All Faculty Members and students have access to computing equipments - computers and printers, which helps in improving their performance**
- **Dell-cum-Computer Lab:01(Room No. 220): 25+1 =26 computers with Wi-Fi facility are available for students. 25 students can use the computer lab at a time. A rich library with Soul software version-2.0 since 2013. It has rare books of Shastriji, donated by his family.**
- **A well equipped Psychology laboratory.**
- **Multi- purpose hall.**
- **Museum dedicated to K K Shastriji**
- **A large campus where outdoor sports and cultural events are conducted.**
- **CCTV cameras have been upgraded this year to cover the entire campus and classrooms. This ensures enhanced security and transparency during examinations as well.**

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

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

- **The college has a large campus for sports activities, both indoor and outdoor.**
- **Self defence classes, yoga and aerobics are conducted in the multi- purpose hall.**
- **Separate rooms for NCC girls' unit, NSS unit, CWDC unit are allotted for smooth functioning of activities.**
- **Sports activities are encouraged on campus while participation in inter college events is ably supervised by the PTI.**
- **Upgradation of sports equipment is taken care of on a regular basis through annual sports' grants and fees.**
- **Government grants and cultural fees are utilised for upgrading cultural facilities and equipment.**
- **Most cultural events are hosted in the auditorium or outdoors when the weather permits.**
- **Government grant is dispersed each year in such a manner that all cultural heads are taken care of. Cultural activities fall under the wing of 'Saptdhara' where al events are taken care of.**
- **CWDC grant is used for skill development of the girl students**

and for gender sensitisation of both boys and girls.
- SSIP grant is utilised for developing innovative mindset and research oriented attitude in students. Lectures for creating awareness towards start ups are regularly organized.

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

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

7

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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

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

27.31

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

4.2 - Library as a Learning Resource

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

Our college has a rich library. Students are encouraged to use the facilities on a regular basis. During lectures, faculty members recommend reference books prescribed in the syllabus and extra reading material. Library is partially digitalised and intends to be fully automated in coming years.

- **The college procured e content related to the syllabus for the visually challenged from the Adult Education Centre for the Blind. This aids students who are differently abled to bridge their handicap.**
- **The college takes special care to add books that are helpful for competitive examinations so that students may prepare for and qualify in services immediately after their graduation.**
- **The books are purchased on the recommendation of the faculty members.**
- **The list of books is first approved by the respective HODs and then by the Principal.**
- **There is also a library advisory committee which looks after the whole process.**
- **certain grants are also given by generous donors and procured from Sahitya Academy and Granth Norman Board at subsidised rates.**
- **Our college library has installed Soul software version-2.0 since 2013.**
- **The library has Bar code reader which facilitates easy issue and return of books and thereby smoothens the functioning of the library.**

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   **E. None of the above**

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

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

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

0.57

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

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

4.2.4.1 - Number of teachers and students using library per day over last one year

13

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

- **All academic departments and administrative office in the college have been given the facility of computers, printers and photo copy machines.**
- **The institution has upgraded LAN facilities last year to meet the demands of online teaching and webinars.This emboldened the existing internet facilities and enabled high speed internet of up to 100 mbps to reach the offices, classrooms and staff rooms.**
- **Facilities for on line fee collection, assessment work, teaching, webinars were upgraded.**
- **The college regularly upgrades IT infrastructure and associatedfacilities by purchasing new hardware as well as software for different departments and administrative offices.**
- **In house Photocopiers have helped us to print question papers on campus so that complete secrecy may be maintained and at the same time make the process economically viable.**
- **CCTV cameras have been upgraded this year to cover the entire campus and classrooms. This ensures enhanced security and transparency during examinations.**
- **Computers were purchased under RUSA component 9 equity initiative.**

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

4.3.2 - Number of Computers

25

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File]()

4.3.3 - Bandwidth of internet connection in the Institution   **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File]()

4.4 - Maintenance of Campus Infrastructure

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

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

14.74

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

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.

The college has well defined government guidelines and procedures for repairing, maintaining and utilizing physical, academic and support facilities. While the building is under the purview of Roads and Buildings department, purchase and up gradation of IT and other necessary items is accomplished through government grants. Library, sports facilities, computers and classrooms are regularly monitored by the college committees under the guidance of the Principal.

Arrangemet for proper and timely maintanence of these facilities is done with the help of available grants of the government.Purchase of items is done after submission of proposal, review and approval of grant by purchase committee.

All purchase is done through GEM and any item above 25000/- is bought after due permission of District Level Purchase Committee.

The responsibility for cleaning the campus and security rests with contractual staff. Grant for the same is provided by the government.

Green Audit is conducted regularly. The students and staff look after the environment friendly methods of disposal of garbage on campus and solar panels are properly maintained.

E- waste, used answer books and other discarded material is sold off to the concerned/ deputed agencies appointed by the government only after proper verification by committees.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

189

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

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

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

0

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

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

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

104

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

104

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

15

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

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

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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

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

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

The college is aware of its responsibility to instil leadership qualities in its students and also make them aware of the democratic process in selecting leaders while serving the society as leaders themselves. Keeping this in mind, the SRC (Students' Representative Council) is formed in the college on the basis of academic merit and in accordance with Gujarat university rules. The students' council consists of a General Secretary, Cultural Secretary, Ladies' Representative, Sports Secretary and class representatives selected from different classes and divisions of the college. Ladies Representative is appointed so that the girls receive a fair representation. Students are selected from each class so that there is a balanced representation. The staff encourage the SRC to organize various activities of the college. The council also submits suggestions for celebration of days and important activities of the college. They manage the extracurricular, cultural and sports activities within the campus, maintain discipline and cleanliness on the campus and voluntarily help in organizing programmes. The council is also encouraged to bring issues pertaining to the welfare of the students before the Principal. In short, they serve as a bridge between the staff and students.

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

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

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

11

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

5.4 - Alumni Engagement

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

The college has a registered Alumni Association from the year 2013. The association helps ex-students to cherish the special bond that they have with the alma mater. Alumni meet is conducted every year. Alumni are invited for motivational interactions with the students and to share their experiences. Apart from the general alumni association, every individual department also takes care its own separate alumni group. The institution has developed a database of all alumni with their personal and professional information. The association is actively involved in the development of the institute with indisputable commitment. The. Ollege invites and encourages participation of ex- students in various extra curricular activity such as Coaching classes. Reading facilities are provided to ex students in the library.

The alumni act as mentors to current students. Ex- NCC cadets help in training existing cadets in the drill and march pasts. Alumni who were sports persons pitch in for existing sports events and help prepare students for university and national events. They also help train current students for cultural events.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision : To provide quality education and incorporate the latest trends in teaching and learning. To cater to the needs of the environment and imbibe ethical values to mould better citizens for society.

Mission : Teach moral conduct through a humanitarian approach, discipline and reverence for the nation. The mission of the college is to provide value based education and to bring out the hidden potentials of students.To inculcate curiosity and commitment in academics.

Objectives: To give equal opportunities to all. To enhance research.To create self confidence by offering holistic development of students.

Quality education is the motivating force behind Government Arts College, Maninagar. The core values imparted are good moral character, respect for others, honesty, self-discipline, hard work, love of learning and appreciation of diverse religions and culture. The institution is committed towards building an atmosphere of growth based on equality for all stake holders. The college encourages students and teachers to enhance research and build a critical mind through seminars, workshops, conferences and research projects. The aim of any institution of higher learning is placement for its students. In this direction we have organised campus

placements, coaching for competitive examinations and skill development workshops with the aid of government grants.

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

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

The management structure of the college is decentralized and participative, with the Department of Higher Education,Government of Gujarat at the helm of affairs. The principal is authorized to govern and manage the college within the purview of the rules and regulations laid down by thegovernment of Gujarat, Gujarat University and KCG. In accordance with CHE guidelines, action plans regarding academic, extra curricular activities and administrative matters are formulated with inputs of both teaching and non-teaching staff. New ideas are mulled over in meetings while decisionsare implemented after proper plans of action. Proposals for various activities are placed before the head of the institution by teachers and students alike, who in turn approve suggestions in consultation with IQAC, various committee heads and students council. Faculty members are entrusted responsibilities of various committees thus instilling a sense of responsibility and belonging with the institution while ensuring participative management. The faculty members are given complete freedom to organise events pertaining to their committees. The administrative staff's responsibility is also clearly divided between administrative, student and accounts sections. The office in charge is the Senior clerk aided by two Junior clerks and a Peon. Part of the office workload is also shared by outsource staff.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- In 2021-22, the college introduced three new subjects namely, History, Political Science and Geography. Thus a wider choice was given to students keeping in mind the NEP and the recommendations of the NAAC peer team.
- Thoughstill in its nascent stage, NSS students embarked on successful missions to contribute to society in their tiny way. In spite of COVID raising its ugly head once in a while, NSS volunteers served in the village camp where they interacted with villagers in an attempt to remove social evils and educate them. Visits to the needy such as Civil Hospital and old age homes were made.
- In an effort to move towards paperless office, the college attempted to teach the office staff e- office thus moving towards paperless administrative work.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The college is run by the Education Department, Government of Gujarat. The governing body is the Director of Higher Education.The Principal looks after the daily administration with the help of academic and administrative staff. Recruitment of staff, service rules, procedures, promotional policies, etc are directed by Department ofHigher Education and as per Gujarat State CivilService Rules.The administrative wing is lead by the Head Clerk, Senior Clerk, Junior Clerk, Peons and Librarian. Academic wing has Associate, Assistant Professors, Contractual Lecturers, Visiting lecturers and PTI. The college has constituted various committees / cells to carry out cocurricular and extra- curricular activities with a Convenor followed by members in each committee.

The system of Annual Self Appraisal Review is in place. The CRs of administrative and academic staff is reported upon by the Principal and the Reviewing authority for the same is Commissioner, Higher Education.The Reviewing authority for the Principal is Principal Secretary Higher Education.

Participative management is encouraged through SRC and various committees. IQAC plays an important role for qualitative aspects. The college has grievance redressal cell in place for inputs. Suggestions are scrutinized and required action is taken. Action taken by concerned cells is reported to IQAC and the Principal.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Being a government college,the teaching and non teaching staff is granted all benefits as per government regulations.

Government staff get the benefit of pension schemes such as GPF/CPF, regular annual increments, government housing benefits, medical aid and leave etc. Leave Travel Concessions (LTC), and leave encashment benefits as per Government of Gujarat and university rules is granted.The staff gets travel allowance for on-duty work.Group medical insurance of the staff has been taken care of by the government.

Teaching staff and non teaching staff is constantly motivated to attend workshops, seminars and professional training programmesfor updation of their knowledge,duty leave is granted for the same. Administrativestaff participated in departmental examinations for promotions. The college supports the staff with all IT and internet facilities for their academic progress.

The institution ensures that outsourced staff is given festival bonus, uniforms twice a year and ESI and EPF is deducted for their benefit.

An 'emergency fund' has been initiated by the staff for the benefit of class 4 employees of the college who are given monetary help after approval of staff club and the Principal for such crises as children's fees or medical emergencies as in case of COVID.

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

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

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

0

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

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

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

0

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

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

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

4

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

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

- **To evaluate the performance of the faculty in teaching and non-teaching staff of the institute, the mechanism of selfappraisal is executed on the basis of the norms of UGC andGujarat Government. Both formal and informal means are used for evaluating the performance of the teaching and non-teaching staff of the college. The college teacher has to**

submit his/her self appraisal report signifying the work-load, participation in various seminars, conferences, workshops and symposia and involvement in curricular, extra-curricular and extension activities.

- Teaching staff has to submit the Academic Performance Indicator form prescribed by the UGC under Career Advancement Scheme to the IQAC. IQAC , verifies and reports to the principal which is submitted to the Director of Higher Education.
- The formal mechanisms for the evaluation of the Performance of the faculty are self- appraisal report and feedback of students.
- The informal evaluation is done through surprise visits to the class by the Principal and casual conversations with students, parents, alumni and colleagues.
- The non teaching staff also fills and submits its self appraisal report to the principal which after verification is sent to CHE.

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

6.4 - Financial Management and Resource Mobilization

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

- Performance audit and financial audits are conducted at regular intervals.
- The financial resources of the college are managed in an effective and fool proof manner. There is a fully computerized account department supported by IFMS.
- All transactions are supported by invoice and vouchers.
- There are two types of audits –internal audits and statutory audits (Accountant General- Rajkot).
- The accounts of the institute are audited annually and externally by aqualified Chartered Accountant appointed by the institute.
- The Government deputes its audit team through Commissionerof Higher Education (CHE) and AG RAJKOT.
- Audit team conducts audit of the salary grants,non salary grants received from the government as well as the fees

collected from students.
- If any objection is made by the audit team, the same must be cleared before the next claims are submitted.
- The inputs and remarks given by the auditor is incorporated bythe college in the future functioning of the college.
- Utilisation certificates aresubmitted by the office for grants given by KCG.
- Government audit was conducted and cleared in December 2020. Minor objections were taken and resolved fully.
- Performance audit was also conducted by A. G. Rajkot for the academic years 2014 to 2020

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

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

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

0

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

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

- The college is governed by Government of Gujarat and has a well formulated financial policy. Every year the collegeprepares a list of its requirements for the nextyear which is forwarded to Higher authorities for consideration.Eachdepartment is expected to provide a list of requirements such as books, equipment, computers, instruments and other itemsrequired for the nextacademic year. Accountant prepares the budget of the college according to the

requirement which is sentto CHE and KCG for further consideration and sanction.

- The Principal forms a Purchase Committee for fund mobilization as per the government purchase procedure. The Purchase committee works on the requirements and decides the priorities while allotting grant and ensures the optimum use of available financial resources.
- The Purchase Committee studies the annual expenditure, scrutinizes the budget and provides opinion for efficient use of financial resources before making major purchases of equipment.
- Books, journals and reference books are purchased for undergraduate students from the library grant, Saptdhara and UDISHA grants.
- The Purchase Committee ensures that the required books, IT equipmentand other instruments are procured after proper tendering procedure.
- Certain items are given directly by CHE through centralised dispersal procedure.
- Registration on GEM portal has been initiated.

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

6.5 - Internal Quality Assurance System

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

IQAC has made significant contribution for enhancing the quality of education and administration of the college. IQAC ensured a smooth transition from online to offline andhybrid mode of education and ensured that COVID protocol was followedduring offline teaching.

As per the guidelines of the Gujarat University and the government of Gujarat, comprehensive evaluation of students was done throughassignments andinternal tests conducted by the college.

IQAC organised workshops, motivational lectures, webinars & programmes to ensure the psychological well being and allround development of students and bring them to normalcy post covid.

IQAC significantly contributed in the robust development of college

by: 1). Introducing three new subjects in the college viz History, Geography and Political Science. These subjects has high demand in students as it enhances their performance in competitive exams. 2). Adapting to offline and blended education in class, and to digital mode for office administration. 3). Strenghteningof NSS, ECO Cub and Organizationof Coaching Classes for competitive examinations. 4). Organizing Webinars and Workshops. 5). Conducting Skill Development Workshops for self employability of students.

COGENT- digital platform was utilised to store profiles of the teaching staff thus minimising the threat of loss of data.

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

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

IQAC regularly conducts online meetings with various committees of the college & students for reviewing the academic and administrative structures and methodologies adopted by the college and it's outcomes.

- In the year 2021-22, as per ' Post Covid 19' protocols and the instructions from State Government, college made significant efforts to ease the transition from online to offline and blended mode in admission process, teaching, learning and internal evaluation & administration.
- Faculty members, students and administrative staff were motivated to move towards normalcy and overcome thecovid trauma.
- IQAC facilitatedoffline classes as per the government's guidelines. Comprehensive evaluation of students was done through assignments andinternal tests.

- Skill Enhancement Workshops, motivational lectures, webinars and Competitive Exam CoachingProgrammes were approved by IQAC and smoothly conducted to ensure the psychological well being and all round development of the students and shift themto normalcy. These programmes instilled in students empathy for

fellow human beings, gender equity, self motivation and encouraged self employability.

- Under the guidance of IQAC, the Unit of NSS & ECO Club was strengthened and many activities of social and ecological concerns were organised in the college.
- Three new subjects History, Political Science andGeography were effectively introduced.

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

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- At the beginning of the year, the Collegiate Women's Development Committee is formed to provide a gender friendly atmosphere on campus.
- The institution believes that it is necessary to sensitise both girls and boys on campus for gender equity.
- Webinar on legal rights for women was hosted where students were taught how to fight sexual exploitation at the workplace and home.
- Workshops on Chocolate Making, Wedding Packaging, Hair Cutting and Fine Arts was conducted to give a career option from home for girl students.
- One of the major hinderances in girls' education is the lack of hygienic facilities on campuses.The college has installed a sanitary napkin dispenser on campus to help them during those difficult days of the month. The college management committee ensures that toilets are regularly cleaned and hygiene is maintained.
- Every year an LR (Ladies' Representative) is appointed in the Students Representative Council, who also brings the demands of girl students before the faculty and Principal.
- Psychology department runs a counselling centre for all students wheregirls frequently speak about their personal problems in strict confidentiality. This has helped us to resolve many issues where girls may have been compelled to abandon their education otherwise.

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<u>View File</u>
Any other relevant information	**No File Uploaded**

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

Solid waste management:-

- **The College has a suitable management system for safe disposal of waste.**
- **Dustbins are placed at strategic points for waste management.**
- **Paper waste, e waste and other scrap is segregated and disposed of to be recycled as per government guidelines and by designated authority appointed by the Municipality.**
- **The cleaners are trained to segregate waste and green and blue dustbins are given to them for the same.**
- **Leaves are not burnt but instead garden waste is converted into compost.**
- **During renovation or minor repairs, concrete waste is managed by R& B department which removes solid waste from the campus.**
- **Best out of waste competitions are organised every year to train students about the importance of recycling and better waste management.**
- **Sometimes what may be waste for one human being may be needed by another. Students are encouraged to collect old clothes, shoes and other house utilities, package properly and distribute amongst the needy. For example,NSS students collected old clothes, after washing them,students themselves stitched masks and distributed amongst slum dwellers.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://drive.google.com/drive/u/1/folders/1ns7XjZ-9nz7cFR1oHRJ3ElGVoQOIA94r
Any other relevant information	<u>View File</u>

7.1.4 - Water conservation facilities available **A. Any 4 or all of the above**

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

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	**No File Uploaded**

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

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

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

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

A. Any 4 or all of the above

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

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

It is the need of the present times to motivate the youths of today to contribution to the unique diversity of our nation through different cultural and linguistic associations. The college authorities fully realise this and are committed towards creating an inclusive environment where students learn and share to be tolerant

towards diverse cultural, regional, linguistic groups from diverse backgrounds.The college has students from every strata of society and diverse cultural backgrounds. Students are given an opportunity to experience different cultures on the campus through interaction with their peer groups. Under 'Ek Bharat Shrestha Bharat' initiative, celebration of various days on academic and national themes is encouraged to add to the rich collage of campus life. Under 'Saptdhaara', cultural activities are promoted on campus keeping in mind religious and cultural festivals and participation in regional and cultural activities every year at the college and university levels is encouraged.

NSS and NCC conduct several campaigns and activities that contribute to the service of the society and help create awareness about national issues. College authorities have adopted a zero tolerance attitude towards communalism and an environment of secularism is taught and encouraged on campus.

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

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

The college sensitises first year students who are first time voters about their rights and obligations to vote in a democracy. Every year,students of all semesters take oath on 'Voters' Day' ie 25th January to pledge their participation in the electoral process. On 'Constitution Day', 26th November, awareness about the same is encouraged through competitions and active participation on campus. On Gandhi Jayanti, 2nd Octoberand Martyr's Day, 30th January, campus cleanliness drives are undertaken as a mark of respect to the father of the nation and lectures hosted to enlighten students about non violence and Gandhian thought.

Attendance for the flag hoisting ceremonies on 15th August and 26th January is compulsory for all faculty and if for any reason they may be travelling, they must pay respect to the national flag and submit proof of the same.

NSS,NCC wings and employees of the institution worked closely with

society for genuine causes such as grain distribution, knowledge of vaccinations, COVID protocols, visit to old age homes, helping out hospitals during COVID etc.

Being government servants, staff contributes to disaster management as and when called on duty. They contribute monetarily to relief funds when asked to do so.

All faculty members are recruited for the election process in different capacities, as per seniority.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

A. All of the above

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

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

The college organizes number of programs like celebration of

national festivals such as Independence Day, Republic Day etc. with active participation of students and faculties. Events related to the concerned days are organised in order to motivate and inspire students and instil a sense of pride and patriotism.The institute celebrates birth and death anniversaries of legends like the father of the nation Mahatma Gandhi, Sardar Vallabhbhai Patel, Shubhas Chandra Bose, Lal Bahadur Shastri, Dr. Babasaheb Ambedkar, Jawaharlal Nehru, Swami Vivekanand, Dr. A. P. J. Abdul Kalam and others to name a few.

The birth and death anniversary of Shri K Ka Shastriji is celebrated each year as a mark of respect to the great scholar and our inspiration.

The college also celebrates different days such as Sanskrit day, Sanskrit Saptah, Guru Purnima,Teachers'day, Women's Day, International Yoga Day, Constitution Day, Voters' Day, Hindi Diwas, AIDS dayetc.

This academic year, events were celebrated mostly online.Teachers' Day was celebrated on line with students engaging classes in the online mode.

'Garba' which is celebrated every year on campus was given a miss this year due to the pandemic.

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

7.2 - Best Practices

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

1.“National Cadet Corps”

1.1 Objectives:

- To Create a Human Resource of Organized, Trained and Motivated Youth

- To Provide Leadership in all Walks of life and be Always Available for the Service of the Nation.
- To Provide a Suitable Environment to Motivate the Youth to Take Up a Career in the Armed Forces.

1.2The Practice:

- Cadets learn to lead their life with discipline and hard work.
- Cadets get very good exposure through various NCC activities. Like, CATC camps, RDC camps etc.
- Cadets get opportunities to meet very well established and learned Officers from Defence and to get motivate.

2."Sports"

2.1 Objectives:

- To maintain good fitness level of students since, being involved in sports activities help students to avoid formation of excess fat deposits and thus stay fit and healthy.
- To pursue students, work in team which enhance their cooperation spirit among them.
- To improve emotional fitness of students, enhance discipline, to make more social patient and perseverant.

2.2The Practice:

- Students get chance to pursue their passion for sports.
- Students gets chance at state and national level to prove their capacity in sports, as well when student get exposer through sports, it grooms their personality as an individual.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

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

Along with a formal education of university degree, the institution has also given golden opportunity of vocational training to students specially girl students, as the ratio of girl students is higher than the boys students. Since, institution is situated in such

surroundings where majority of students comes from economically weaker section and can't afford vocational training at their own. So, institution helps students by conducting vocational training courses at institute itself with no cost for students. The main objective of this course is It prepares students for real market by possessing adequate employment potentialities and also helps in broadening of horizon and helps to students more employable for the market.

Another distinctness of institution is preparing students for national defence through NCC (National Cadet Corp). Institute run a NCC unit of 55 girl cadets of "1Gujarat Girls Battalion Unit". The main objective of NCC is to inject the feel of Unity and Discipline, in their life. NCC adopt community development activities with the aim of absorbing amongst cadets' selfless service toward the society, Importance ofself-help, need to protect the environment and to assist weaker sections of the societytowards their uplift.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college follows the CBCS pattern and the University academic calendar. The college has qualified faculty who are selected by Gujarat Public Service Commission and appointed by CHE. Each academic year, departments submit individual academic calendars detailing their plan of action for the whole year, keeping in mind the time frame given by the university.

During COVID times, teaching, seminars, orientation and examinations were conducted on the MS Teams platform. With students returning to the campus, our main aim has been to bring normalcy in their lives, by giving them psychological and physical comfort while regularising teaching and attendance.

Curriculum is delivered effectively and efficiently using Smart Classrooms. Expert lectures are conducted with prior approval of IQAC on subjects related to the syllabus and other holistic areas. Students have access to internet on campus and a list of reference books and E material is provided. Students are briefed about the examination patterns and the distribution-of internal and external marks by subject teachers and also during Orientation of freshers.

Offline tutorial lectures cater to weaker students and are devoted towards resolving students' doubts.

Some faculty members were invited by Gujarat University, Board of Studies to set question papers and for assessment work.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

In the beginning of every academic year, academic calendar is uploaded on the website of the university and completion of syllabus and vacations are followed as per the same calendar.

A dual level examination pattern has been adopted i.e continuous internal assessment and the end semester university examination based on the ratio of 30: 70. The thirty marks are decided on the basis of internal evaluation, assignments, seminars project work, practicalsand attendance. Examinations are conducted strictly according to University guidelines and as per Gujarat University syllabus. Foundation and Soft Skill papers at the F.Y.B.A. level consist of 100 marks and assessed as part of Universityexamination. Students are oriented about the evaluation process in the orientation meeting and regularly during classroom teaching.

Examination cell consisting of senior faculty members is formed for smooth functioning of examination process. College ensures transparency in the evaluation process.Result of the internal test is displayed on the notice board. If there is any query,the students can approach the respective department.

In the post COVID scenario, examinations were conducted in offline mode as per the rules and guidelines of the university and department of Higher Education.

Continuous evaluation is done through regular submission of assignments, quizzes and seminars.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development	D. Any 1 of the above

of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	

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

1.2 - Academic Flexibility

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

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

9

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

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

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

1

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

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

35

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

35

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View File</u>

1.3 - Curriculum Enrichment

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

Various workshops are conducted by Collegiate Women Development Cell such as self defense techniques, skill based and vocational training for women. Awareness of women's rights, legal aid, female hygiene and health issues etc. are tackled through expert lectures. Not only girls but boys are also encouraged to participate in these workshops so as to ensure gender sensitisation.

Gir foundation grants were utilised by the ECO club for tree plantations and marching towards a greener campus. Environmental studies are included in the Foundation paper for Semester II. Students are taught conservation of resources and the value of organic farming. Cleaning staff on campus are taught the necessity of segregation of waste.

NSS students have contributed significantly to society during the pandemic through distribution of grain, spending time with the elderly and sharing with the needy.

Human values, professional ethics are imbibed in the curriculum:

- **Department of Sanskrit; Panchtantram, Hitopadesh, Introduction to Ramayana, Introduction to Mahabharata.**
- **Department of Psychology; Child counseling, Personality developments**
- **Department of Economics; Gandhian Philosophy**
- **Department of Indology; Indian Religion, Indian tribal culture, Social Institutions of India, Cultural heritage of**

> **Gujarat, Indian culture and Heritage.**
> - **Department of Guajarati and English ; learning of Humanvalues through stories, novels, one act plays and poems.**

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<u>View File</u>

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

44

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<u>View File</u>

1.4 - Feedback System

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

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

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	<u>https://www.gacmaninagar.com/includes/pages/student-satisfaction-survey---2021-22.pdf</u>

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

360

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

165

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

2.2 - Catering to Student Diversity

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

Students are admitted as per Centralised University merit in accordance with their subject choices. The college admission committee counsels students in choosing subjects at the time of admission but the final choice rests with the pupils. However, if a student finds it difficult to cope up at the end of the two semesters, then he/she is given a chance to inter change Core and First Elective subjects in the third semester so that they can perform better.

The college also arranges special lectures by invited experts, so that advanced learners may benefit by upgrading their knowledge beyond the given curriculum.

Respective subject teachers keep a record of academic performances of the students based on Continuous Internal Evaluation namely, group discussions, class performances and term ending internal examinations. Marks are displayed and discussed by faculty and weak students are counselled accordingly. Tutorial classes are devoted for one on one teaching and students are asked to attend the same for better understanding of the topics.

College maintains a record of attendance and strictly follows the

university rules for the same. Finishing School classes and UDISHA classes help students brush up communication skills, prepare for competitive examinations and develop interview skills for the future.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
694	**14**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Field visits, relevant organisational visits to banks, companies, dairies etc are undertaken by individual departments.

Cooperative lectures are conducted each year by Department of Economics in collaboration with Ahmedabad District Cooperative Union which is under Gujarat State Cooperative Union.

Visits to L.D Institution of Indology and Heritage Walk are undertaken by the Department of Indology.

Department of Psychology has a counselling centre for students.Students are encouraged to participate in social surveys.

Department of Political Science involved students in the task of electoral enrolment of students so that they may comprehend the electoral process better. Each year the college appoints Campus Ambassadors who represent the youth voters.

Power Point Presentations,audio-visual aids and movie and

documentary screenings are used for advance learning processes.Debates, quizzes and class seminars are undertaken to encourage greater understanding and participation of the students in the teaching process so that classes may be more interactive.

NSS undertakes visits to old age homes, villages and Civil Hospital to develop team spirit and experiential learning amongst students.

NCC cadets are given responsibilities so as to instill leadership training amongst them.

The college ensures organization and participation of students in extra curricular and co curricular activitieswhich contribute to their overall development.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

- During the pandemic, online teaching and conducting of examinations became the only link between faculty and students. However, the silver lining was that it also opened doors to enhanced usage of ICT learning.
- The Institution has provided a learning environment that is conducive to ICT learning and teaching by upgradation of ICT facilities.
- Faculty has the requisite facilities for preparation of computer aided teaching.
- Existing internet facilities were upgraded in March 2021 with the help of grants from the government. This provided high speed net connectivity to staff and students.
- Smart classrooms were utilised during COVID and this usage has been maximised after students returned to campus.

- **Online meetings between the Principal, faculty and Commissionerate of Higher Education are conducted on the MS teams platform. This has saved time and helped us to utilise precious government resources fruitfully.**
- **A well-equipped computer laboratory helps students in computer aided learning and skill development.**
- **Film club, library software for visually challenged students has also come to the aid of teachers and students.**
- **Boot camps and competitions have helped to familiarise students with computers and polish their computer skills.**

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

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

2.3.3.1 - Number of mentors

14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

14

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

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

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

14

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

174

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

2.5 - Evaluation Process and Reforms

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

- At the beginning of every academic year the academic calendar is prepared as per the rules of the university and keeping in mind the allocation of teaching days and schedule of examinations.
- Semester wise Internal Evaluation is followed which includes examinations, projects, practicals, attendance and seminars as per university norms and is worth 30 marks.
- College internal exams are of 50 marks.
- External examination for the remaining 70 marks is conducted by Gujarat University.
- All faculties acquaint students about the criteria of internal assessment like home assignment, internal test, projects, attendance etc. at the beginning of the year.
- Examination cell is formed to ensure smooth functioning of the evaluation process.
- College ensures effective implementation of transparency of the evaluation reforms of the university and the college itself under the close supervision of the examination committee.
- Internal test marks are displayed on the notice board and students can approach concerned subject teachers for reassessment if not satisfied.
- Meeting of the examination committee, Heads of departments and the Principal is convened before examinations to discuss the exam schedule, evaluation timeline and troubleshooting if any.
- A meeting is convened after examinations for assessment of results.
- The college is also a centre for university examinations.

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

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

- The Process of internal assessment is implemented by the examination committee of the college which consists of senior faculty and Convenors of admission committees for each year.
- The examination committee is responsible for transparency,

- accountability and punctuality in the internal evaluation process.
- Each faculty takes care of seminars, attendance and assignments in the papers assigned to them.
- Marks are submitted and compiled by Heads of the departments before submitting to the examination committee.
- Internal exams are conducted as per university academic calendar.
- If a student has any query about his performance, then the concerned teacher addresses his/ her doubt till the student is satisfied. Any modification in marks is duly rectified and the student is informed of the same.
- Internal evaluation process is explained in detail to the new students during the orientation programme.
- Internal marks of 30 consisting of examinations, assignments, seminars and attendance are sent to the university where external evaluation of 70 marks is conducted in the university examinations at the end of each semester.
- The college retains the answer sheets of three years for any queries that may crop up.
- If a student is dissatisfied with his/her performance in the university examinations re- assessment process is also initiated by the college.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

- Board of Studies of diffefrent subjects inform the departments of changes in the syllabi and heads of the departmentallocate papers for teaching to the faculties after internal discussions. The objectives and expected outcomes of various courses are also evaluated at the beginning of the semester.
- Students are familiarised with different courses run by the

college at the time of admission. They are further acquainted with the syllabus and examination pattern during orientation and individual subject lectures. Course outcomes are discussed in classrooms and by the placement cell.

- It is our constant endeavour to introduce students to critical and research-oriented thinking.
- Studies of Literary scholars and their masterpieces are focused upon which aids in the survival of ancient languages and scriptures.
- Language students enrich their language and learn about human and moral values, culture and traditions of different regions and countries.
- In the Social Science subjects, students are taught the relevance of their topics in the current scenario. For example, Economics students are introduced to Cooperative management through practical classes.
- Psychology covers counselling as prescribed in the syllabus and students are taken on visits to mental hospitals for a first-hand exposure.
- Field trips provide an opportunity for first-hand experience.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

All Heads of the Departments discuss the course outcomes at the beginning of the academic year with other members. Syllabi is discussed and the examination pattern conveyed to the students in class. Teachers regularly ensure that the course content is delivered fruitfully through a healthy rapport with the students in class. Question papers are set in such a manner so as to assess how much the student has grasped. Class tests also ensure the same. Results and feedback forms are analysed so that the administration is aware of lacunas in different spheres.

Assignments/projects submitted by students and marks obtained by them also indicate the outcomes. Marks are also reserved for attendance, this ensures that students attend classes sincerely. Feedback forms are discussed with the stakeholders and necessary action taken to resolve problem areas.Social awareness programmes are also encouraged and stress is laid on the holistic growth of the students. Internal and external examination results are an excellent parameter of the students' growth. Internal marks are analysed by the Principal and Examination Committee before submitting to the university.

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

2.6.3 - Pass percentage of Students during the year

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

160

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

2.7 - Student Satisfaction Survey

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

https://www.gacmaninagar.com/includes/pages/student-satisfaction-survey---2021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

3

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

0

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	**No File Uploaded**

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.3 - Extension Activities

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

The institute is committed to sensitize its students about social issues and instill in them values of Community Service, Empathy,

Civic Responsibility and Group Living. As a part of Extension
Activities, an NSS unit was established in the college in which
100 students actively participated in various Social Service
activities carried out through out the year for the well being of
its neighbouring community and needy people in the city. Various
Programmes viz Tree Plantation Drive, Seven Days workshop on 'Co
operation' , 'Swachhta Abhiyan' Programmes, Awareness and Oath
Taking for Organ Donation, Visit to Old Age Home, Awareness
Programme on "No Plastic Use", Grain, Footwear, Mask and
Sanitizer Distribution in the neighbouring areas, Fruits,
Biscuits and Toy Distribution at Civil Hospital were organized by
the college fordevelopment and well being of its neighbourhood
community which in turn helped to create compassion,understanding
and team work in students ensuring their holistic development.

The college also has an active Women's Cell which organizes
various programmes and activities for gender sensitization and
addressissues faced by female students and women of the society.
A lecture was organized for addressing the issues and
dillemarelated tomenstrual cycle, meno pause and nutrition.

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

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

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

0

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

21

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

525

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college makes systematic efforts to ensure constant and continuous updation in the infrastructure. It's equipped with all the required basic amenities which include sufficient number of classrooms, laboratories and staff rooms. Committees are in place for creation, maintenance and enhancement of infrastructure. The institution approaches RUSA, Knowledge Consortium of Gujarat and Commissioner Higher Education for allocation of various funds.

- **Class rooms can accommodate 90 students each (approximately)**
- **College is well equipped with computers. College has smart classrooms equipped with smart boards which are regularly**

used for teaching-learning and imparting quality education

- All Faculty Members and students have access to computing equipments - computers and printers, which helps in improving their performance
- Dell-cum-Computer Lab:01(Room No. 220): 25+1 =26 computers with Wi-Fi facility are available for students. 25 students can use the computer lab at a time. A rich library with Soul software version-2.0 since 2013. It has rare books of Shastriji, donated by his family.
- A well equipped Psychology laboratory.
- Multi- purpose hall.
- Museum dedicated to K K Shastriji
- A large campus where outdoor sports and cultural events are conducted.
- CCTV cameras have been upgraded this year to cover the entire campus and classrooms. This ensures enhanced security and transparency during examinations as well.

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

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

- The college has a large campus for sports activities, both indoor and outdoor.
- Self defence classes, yoga and aerobics are conducted in the multi- purpose hall.
- Separate rooms for NCC girls' unit, NSS unit, CWDC unit are allotted for smooth functioning of activities.
- Sports activities are encouraged on campus while participation in inter college events is ably supervised by the PTI.
- Upgradation of sports equipment is taken care of on a regular basis through annual sports' grants and fees.
- Government grants and cultural fees are utilised for upgrading cultural facilities and equipment.
- Most cultural events are hosted in the auditorium or outdoors when the weather permits.
- Government grant is dispersed each year in such a manner that all cultural heads are taken care of. Cultural activities fall under the wing of 'Saptdhara' where al

events are taken care of.

- CWDC grant is used for skill development of the girl students and for gender sensitisation of both boys and girls.
- SSIP grant is utilised for developing innovative mindset and research oriented attitude in students. Lectures for creating awareness towards start ups are regularly organized.

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

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

7

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

27.31

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

4.2 - Library as a Learning Resource

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

Our college has a rich library. Students are encouraged to use the facilities on a regular basis. During lectures, faculty members recommend reference books prescribed in the syllabus and extra reading material. Library is partially digitalised and intends to be fully automated in coming years.

- The college procured e content related to the syllabus for the visually challenged from the Adult Education Centre for the Blind. This aids students who are differently abled to bridge their handicap.
- The college takes special care to add books that are helpful for competitive examinations so that students may prepare for and qualify in services immediately after their graduation.
- The books are purchased on the recommendation of the faculty members.
- The list of books is first approved by the respective HODs and then by the Principal.
- There is also a library advisory committee which looks after the whole process.
- certain grants are also given by generous donors and procured from Sahitya Academy and Granth Norman Board at subsidised rates.
- Our college library has installed Soul software version-2.0 since 2013.
- The library has Bar code reader which facilitates easy issue and return of books and thereby smoothens the functioning of the library.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**E. None of the above**

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

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

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

0.57

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

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

4.2.4.1 - Number of teachers and students using library per day over last one year

13

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

4.3 - IT Infrastructure

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

- **All academic departments and administrative office in the college have been given the facility of computers, printers and photo copy machines.**
- **The institution has upgraded LAN facilities last year to meet the demands of online teaching and webinars.This emboldened the existing internet facilities and enabled high speed internet of up to 100 mbps to reach the offices, classrooms and staff rooms.**
- **Facilities for on line fee collection, assessment work, teaching, webinars were upgraded.**
- **The college regularly upgrades IT infrastructure and associatedfacilities by purchasing new hardware as well as software for different departments and administrative offices.**
- **In house Photocopiers have helped us to print question papers on campus so that complete secrecy may be maintained and at the same time make the process economically viable.**
- **CCTV cameras have been upgraded this year to cover the entire campus and classrooms. This ensures enhanced security and transparency during examinations.**
- **Computers were purchased under RUSA component 9 equity initiative.**

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

4.3.2 - Number of Computers

25

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

14.74

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

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.

The college has well defined government guidelines and procedures for repairing, maintaining and utilizing physical, academic and support facilities. While the building is under the purview of Roads and Buildings department, purchase and up gradation of IT and other necessary items is accomplished through government grants. Library, sports facilities, computers and classrooms are regularly monitored by the college committees under the guidance

of the Principal. Arrangemet for proper and timely maintanence of these facilities is done with the help of available grants of the government.Purchase of items is done after submission of proposal, review and approval of grant by purchase committee.

All purchase is done through GEM and any item above 25000/- is bought after due permission of District Level Purchase Committee.

The responsibility for cleaning the campus and security rests with contractual staff. Grant for the same is provided by the government.

Green Audit is conducted regularly. The students and staff look after the environment friendly methods of disposal of garbage on campus and solar panels are properly maintained.

E- waste, used answer books and other discarded material is sold off to the concerned/ deputed agencies appointed by the government only after proper verification by committees.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

189

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

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

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

0

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

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

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

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

`104`

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

`104`

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<u>View File</u>

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	`A. All of the above`

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

15

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

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

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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

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

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

The college is aware of its responsibility to instil leadership qualities in its students and also make them aware of the democratic process in selecting leaders while serving the society as leaders themselves. Keeping this in mind, the SRC (Students' Representative Council) is formed in the college on the basis of academic merit and in accordance with Gujarat university rules. The students' council consists of a General Secretary, Cultural Secretary, Ladies' Representative, Sports Secretary and class representatives selected from different classes and divisions of the college. Ladies Representative is appointed so that the girls receive a fair representation. Students are selected from each class so that there is a balanced representation. The staff encourage the SRC to organize various activities of the college. The council also submits suggestions for celebration of days and important activities of the college. They manage the extracurricular, cultural and sports activities within the campus, maintain discipline and cleanliness on the campus and voluntarily help in organizing programmes. The council is also encouraged to bring issues pertaining to the welfare of the students before the Principal. In short, they serve as a bridge between the staff and students.

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

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

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

11

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

5.4 - Alumni Engagement

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

The college has a registered Alumni Association from the year 2013. The association helps ex-students to cherish the special bond that they have with the alma mater. Alumni meet is conducted every year. Alumni are invited for motivational interactions with the students and to share their experiences. Apart from the general alumni association, every individual department also takes care its own separate alumni group. The institution has developed a database of all alumni with their personal and professional information. The association is actively involved in the development of the institute with indisputable commitment. The. Ollege invites and encourages participation of ex- students in various extra curricular activity such as Coaching classes. Reading facilities are provided to ex students in the library.

The alumni act as mentors to current students. Ex- NCC cadets help in training existing cadets in the drill and march pasts. Alumni who were sports persons pitch in for existing sports events and help prepare students for university and national events. They also help train current students for cultural events.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) | **E. <1Lakhs** |

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision : To provide quality education and incorporate the latest trends in teaching and learning. To cater to the needs of the environment and imbibe ethical values to mould better citizens for society.

Mission : Teach moral conduct through a humanitarian approach, discipline and reverence for the nation. The mission of the college is to provide value based education and to bring out the hidden potentials of students.To inculcate curiosity and commitment in academics.

Objectives: To give equal opportunities to all. To enhance research.To create self confidence by offering holistic development of students.

Quality education is the motivating force behind Government Arts College, Maninagar. The core values imparted are good moral character, respect for others, honesty, self-discipline, hard work, love of learning and appreciation of diverse religions and culture. The institution is committed towards building an atmosphere of growth based on equality for all stake holders. The college encourages students and teachers to enhance research and build a critical mind through seminars, workshops, conferences and research projects. The aim of any institution of higher learning is placement for its students. In this direction we have

organised campus placements, coaching for competitive examinations and skill development workshops with the aid of government grants.

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

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

The management structure of the college is decentralized and participative, with the Department of Higher Education,Government of Gujarat at the helm of affairs. The principal is authorized to govern and manage the college within the purview of the rules and regulations laid down by thegovernment of Gujarat, Gujarat University and KCG. In accordance with CHE guidelines, action plans regarding academic, extra curricular activities and administrative matters are formulated with inputs of both teaching and non- teaching staff. New ideas are mulled over in meetings while decisionsare implemented after proper plans of action. Proposals for various activities are placed before the head of the institution by teachers and students alike, who in turn approve suggestions in consultation with IQAC, various committee heads and students council. Faculty members are entrusted responsibilities of various committees thus instilling a sense of responsibility and belonging with the institution while ensuring participative management. The faculty members are given complete freedom to organise events pertaining to their committees. The administrative staff's responsibility is also clearly divided between administrative, student and accounts sections. The office in charge is the Senior clerk aided by two Junior clerks and a Peon. Part of the office workload is also shared by outsource staff.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- In 2021-22, the college introduced three new subjects namely, History, Political Science and Geography. Thus a wider choice was given to students keeping in mind the NEP and the recommendations of the NAAC peer team.
- Thoughstill in its nascent stage, NSS students embarked on successful missions to contribute to society in their tiny way. In spite of COVID raising its ugly head once in a while, NSS volunteers served in the village camp where they interacted with villagers in an attempt to remove social evils and educate them. Visits to the needy such as Civil Hospital and old age homes were made.
- In an effort to move towards paperless office, the college attempted to teach the office staff e- office thus moving towards paperless administrative work.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The college is run by the Education Department, Government of Gujarat. The governing body is the Director of Higher Education.The Principal looks after the daily administration with the help of academic and administrative staff. Recruitment of staff, service rules, procedures, promotional policies, etc are directed by Department ofHigher Education and as per Gujarat State CivilService Rules.The administrative wing is lead by the Head Clerk, Senior Clerk, Junior Clerk, Peons and Librarian. Academic wing has Associate, Assistant Professors, Contractual Lecturers, Visiting lecturers and PTI. The college has constituted various committees / cells to carry out cocurricular and extra- curricular activities with a Convenor followed by members in each committee.

The system of Annual Self Appraisal Review is in place. The CRs of administrative and academic staff is reported upon by the Principal and the Reviewing authority for the same is

Commissioner, Higher Education.The Reviewing authority for the Principal is Principal Secretary Higher Education.

Participative management is encouraged through SRC and various committees. IQAC plays an important role for qualitative aspects. The college has grievance redressal cell in place for inputs. Suggestions are scrutinized and required action is taken. Action taken by concerned cells is reported to IQAC and the Principal.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

Being a government college,the teaching and non teaching staff is granted all benefits as per government regulations.

Government staff get the benefit of pension schemes such as GPF/CPF, regular annual increments, government housing benefits, medical aid and leave etc. Leave Travel Concessions (LTC), and leave encashment benefits as per Government of Gujarat and

university rules is granted.The staff gets travel allowance for on-duty work.Group medical insurance of the staff has been taken care of by the government.

Teaching staff and non teaching staff is constantly motivated to attend workshops, seminars and professional training programmesfor updation of their knowledge,duty leave is granted for the same. Administrativestaff participated in departmental examinations for promotions. The college supports the staff with all IT and internet facilities for their academic progress.

The institution ensures that outsourced staff is given festival bonus, uniforms twice a year and ESI and EPF is deducted for their benefit.

An 'emergency fund' has been initiated by the staff for the benefit of class 4 employees of the college who are given monetary help after approval of staff club and the Principal for such crises as children's fees or medical emergencies as in case of COVID.

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

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

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

0

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

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

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

0

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

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

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

4

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

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

- To evaluate the performance of the faculty in teaching and non-teaching staff of the institute, the mechanism of selfappraisal is executed on the basis of the norms of UGC andGujarat Government. Both formal and informal means are used for evaluating the performance of the teaching and non-teaching staff of the college. The college teacher has to submit his/her self appraisal report signifying the work-load, participation in various seminars, conferences, workshops and symposia and involvement in curricular, extra-curricular and extension activities.
- Teaching staff has to submit the Academic Performance Indicator form prescribed by the UGC under Career Advancement Scheme to the IQAC. IQAC , verifies and reports to the principal which is submitted to the Director of Higher Education.
- The formal mechanisms for the evaluation of the Performance of the faculty are self- appraisal report and feedback of students.
- The informal evaluation is done through surprise visits to the class by the Principal and casual conversations with students, parents, alumni and colleagues.
- The non teaching staff also fills and submits its self appraisal report to the principal which after verification is sent to CHE.

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

6.4 - Financial Management and Resource Mobilization

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

- Performance audit and financial audits are conducted at regular intervals.
- The financial resources of the college are managed in an effective and fool proof manner. There is a fully computerized account department supported by IFMS.
- All transactions are supported by invoice and vouchers.
- There are two types of audits —internal audits and statutory audits (Accountant General- Rajkot).

- **The accounts of the institute are audited annually and externally by aqualified Chartered Accountant appointed by the institute.**
- **The Government deputes its audit team through Commissionerof Higher Education (CHE) and AG RAJKOT.**
- **Audit team conducts audit of the salary grants,non salary grants received from the government as well as the fees collected from students.**
- **If any objection is made by the audit team, the same must be cleared before the next claims are submitted.**
- **The inputs and remarks given by the auditor is incorporated bythe college in the future functioning of the college.**
- **Utilisation certificates aresubmitted by the office for grants given by KCG.**
- **Government audit was conducted and cleared in December 2020. Minor objections were taken and resolved fully.**
- **Performance audit was also conducted by A. G. Rajkot for the academic years 2014 to 2020**

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

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

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

0

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

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

- **The college is governed by Government of Gujarat and has a**

well formulated financial policy. Every year the collegeprepares a list of its requirements for the nextyear which is forwarded to Higher authorities for consideration.Eachdepartment is expected to provide a list of requirements such as books, equipment, computers, instruments and other itemsrequired for the nextacademic year. Accountant prepares the budget of the college according to the requirement which is sentto CHE and KCG for further consideration and sanction.

- The Principal forms a Purchase Committee for fund mobilization as per the government purchase procedure. The Purchase committee works on the requirements and decides the priorities while allotting grant and ensures the optimum use of available financial resources.
- The Purchase Committee studies the annual expenditure, scrutinizes the budget and provides opinion for efficient use of financial resources before making major purchases of equipment.
- Books, journals and reference books are purchased for undergraduate students from the library grant, Saptdhara and UDISHA grants.
- The Purchase Committee ensures that the required books, IT equipmentand other instruments are procured after proper tendering procedure.
- Certain items are given directly by CHE through centralised dispersal procedure.
- Registration on GEM portal has been initiated.

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

6.5 - Internal Quality Assurance System

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

IQAC has made significant contribution for enhancing the quality of education and administration of the college. IQAC ensured a smooth transition from online to offline andhybrid mode of education and ensured that COVID protocol was followedduring offline teaching.

As per the guidelines of the Gujarat University and the

government of Gujarat, comprehensive evaluation of students was done throughassignments andinternal tests conducted by the college.

IQAC organised workshops, motivational lectures, webinars & programmes to ensure the psychological well being and allround development of students and bring them to normalcy post covid.

IQAC significantly contributed in the robust development of college by: 1). Introducing three new subjects in the college viz History, Geography and Political Science. These subjects has high demand in students as it enhances their performance in competitive exams. 2). Adapting to offline and blended education in class, and to digital mode for office administration. 3). Strenghteningof NSS, ECO Cub and Organizationof Coaching Classes for competitive examinations. 4). Organizing Webinars and Workshops. 5). Conducting Skill Development Workshops for self employability of students.

COGENT- digital platform was utilised to store profiles of the teaching staff thus minimising the threat of loss of data.

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

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

IQAC regularly conducts online meetings with various committees of the college & students for reviewing the academic and administrative structures and methodologies adopted by the college and it's outcomes.

- In the year 2021-22, as per ' Post Covid 19' protocols and the instructions from State Government, college made significant efforts to ease the transition from online to offline and blended mode in admission process, teaching, learning and internal evaluation & administration.
- Faculty members, students and administrative staff were motivated to move towards normalcy and overcome thecovid trauma.

- IQAC facilitatedoffline classes as per the government's guidelines. Comprehensive evaluation of students was done through assignments andinternal tests.

- Skill Enhancement Workshops, motivational lectures, webinars and Competitive Exam CoachingProgrammes were approved by IQAC and smoothly conducted to ensure the psychological well being and all round development of the students and shift themto normalcy. These programmes instilled in students empathy for fellow human beings, gender equity, self motivation and encouraged self employability.

- Under the guidance of IQAC, the Unit of NSS & ECO Club was strengthened and many activities of social and ecological concerns were organised in the college.
- Three new subjects History, Political Science andGeography were effectively introduced.

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

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

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- **At the beginning of the year, the Collegiate Women's Development Committee is formed to provide a gender friendly atmosphere on campus.**
- **The institution believes that it is necessary to sensitise both girls and boys on campus for gender equity.**
- **Webinar on legal rights for women was hosted where students were taught how to fight sexual exploitation at the workplace and home.**
- **Workshops on Chocolate Making, Wedding Packaging, Hair Cutting and Fine Arts was conducted to give a career option from home for girl students.**
- **One of the major hinderances in girls' education is the lack of hygienic facilities on campuses.The college has installed a sanitary napkin dispenser on campus to help them during those difficult days of the month. The college management committee ensures that toilets are regularly cleaned and hygiene is maintained.**
- **Every year an LR (Ladies' Representative) is appointed in the Students Representative Council, who also brings the demands of girl students before the faculty and Principal.**
- **Psychology department runs a counselling centre for all students wheregirls frequently speak about their personal problems in strict confidentiality. This has helped us to resolve many issues where girls may have been compelled to abandon their education otherwise.**

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

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

Solid waste management:-

- **The College has a suitable management system for safe disposal of waste.**
- **Dustbins are placed at strategic points for waste management.**
- **Paper waste, e waste and other scrap is segregated and disposed of to be recycled as per government guidelines and by designated authority appointed by the Municipality.**
- **The cleaners are trained to segregate waste and green and blue dustbins are given to them for the same.**
- **Leaves are not burnt but instead garden waste is converted into compost.**
- **During renovation or minor repairs, concrete waste is managed by R& B department which removes solid waste from the campus.**
- **Best out of waste competitions are organised every year to train students about the importance of recycling and better**

waste management.

- Sometimes what may be waste for one human being may be needed by another. Students are encouraged to collect old clothes, shoes and other house utilities, package properly and distribute amongst the needy. For example,NSS students collected old clothes, after washing them,students themselves stitched masks and distributed amongst slum dwellers.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://drive.google.com/drive/u/1/folders/1ns7XjZ-9nz7cFR1oHRJ3ElGVoQOIA94r
Any other relevant information	View File

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	No File Uploaded

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

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

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

It is the need of the present times to motivate the youths of today to contribution to the unique diversity of our nation through different cultural and linguistic associations. The college authorities fully realise this and are committed towards creating an inclusive environment where students learn and share to be tolerant towards diverse cultural, regional, linguistic groups from diverse backgrounds.The college has students from every strata of society and diverse cultural backgrounds. Students are given an opportunity to experience different cultures on the campus through interaction with their peer groups. Under 'Ek Bharat Shrestha Bharat' initiative, celebration of various days on academic and national themes is encouraged to add to the rich collage of campus life. Under 'Saptdhaara', cultural activities are promoted on campus keeping in mind religious and cultural festivals and participation in regional and cultural activities every year at the college and university levels is encouraged.

NSS and NCC conduct several campaigns and activities that contribute to the service of the society and help create awareness about national issues. College authorities have adopted a zero tolerance attitude towards communalism and an environment of secularism is taught and encouraged on campus.

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

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

The college sensitises first year students who are first time voters about their rights and obligations to vote in a democracy. Every year,students of all semesters take oath on 'Voters' Day' ie 25th January to pledge their participation in the electoral process. On 'Constitution Day', 26th November, awareness about the same is encouraged through competitions and active participation on campus. On Gandhi Jayanti, 2nd Octoberand Martyr's Day, 30th January, campus cleanliness drives are undertaken as a mark of respect to the father of the nation and lectures hosted to enlighten students about non violence and Gandhian thought.

Attendance for the flag hoisting ceremonies on 15th August and 26th January is compulsory for all faculty and if for any reason they may be travelling, they must pay respect to the national flag and submit proof of the same.

NSS,NCC wings and employees of the institution worked closely with society for genuine causes such as grain distribution, knowledge of vaccinations, COVID protocols, visit to old age homes, helping out hospitals during COVID etc.

Being government servants, staff contributes to disaster management as and when called on duty. They contribute monetarily to relief funds when asked to do so.

All faculty members are recruited for the election process in different capacities, as per seniority.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

A. All of the above

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

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

The college organizes number of programs like celebration of national festivals such as Independence Day, Republic Day etc. with active participation of students and faculties. Events related to the concerned days are organised in order to motivate and inspire students and instil a sense of pride and patriotism.The institute celebrates birth and death anniversaries of legends like the father of the nation Mahatma Gandhi, Sardar Vallabhbhai Patel, Shubhas Chandra Bose, Lal Bahadur Shastri, Dr. Babasaheb Ambedkar, Jawaharlal Nehru, Swami Vivekanand, Dr. A. P. J. Abdul Kalam and others to name a few.

The birth and death anniversary of Shri K Ka Shastriji is celebrated each year as a mark of respect to the great scholar and our inspiration.

The college also celebrates different days such as Sanskrit day, Sanskrit Saptah, Guru Purnima,Teachers'day, Women's Day, International Yoga Day, Constitution Day, Voters' Day, Hindi Diwas, AIDS dayetc.

This academic year, events were celebrated mostly online.Teachers' Day was celebrated on line with students engaging classes in the online mode.

'Garba' which is celebrated every year on campus was given a miss this year due to the pandemic.

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

7.2 - Best Practices

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

1."National Cadet Corps"

1.1 Objectives:

- To Create a Human Resource of Organized, Trained and Motivated Youth
- To Provide Leadership in all Walks of life and be Always Available for the Service of the Nation.
- To Provide a Suitable Environment to Motivate the Youth to Take Up a Career in the Armed Forces.

1.2The Practice:

- Cadets learn to lead their life with discipline and hard work.

- Cadets get very good exposure through various NCC activities. Like, CATC camps, RDC camps etc.
- Cadets get opportunities to meet very well established and learned Officers from Defence and to get motivate.

2.“Sports”

2.1 Objectives:

- To maintain good fitness level of students since, being involved in sports activities help students to avoid formation of excess fat deposits and thus stay fit and healthy.
- To pursue students, work in team which enhance their cooperation spirit among them.
- To improve emotional fitness of students, enhance discipline, to make more social patient and perseverant.

2.2The Practice:

- Students get chance to pursue their passion for sports.
- Students gets chance at state and national level to prove their capacity in sports, as well when student get exposer through sports, it grooms their personality as an individual.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Along with a formal education of university degree, the institution has also given golden opportunity of vocational training to students specially girl students, as the ratio of girl students is higher than the boys students. Since, institution is situated in such surroundings where majority of students comes from economically weaker section and can't afford vocational training at their own. So, institution helps students by conducting vocational training courses at institute itself with no cost for students. The main objective of this course is It prepares students for real market by possessing adequate

employment potentialities and also helps in broadening of horizon and helps to students more employable for the market.

Another distinctness of institution is preparing students for national defence through NCC (National Cadet Corp). Institute run a NCC unit of 55 girl cadets of "1Gujarat Girls Battalion Unit". The main objective of NCC is to inject the feel of Unity and Discipline, in their life. NCC adopt community development activities with the aim of absorbing amongst cadets' selfless service toward the society, Importance ofself-help, need to protect the environment and to assist weaker sections of the societytowards their uplift.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

- To effectively implement the guidelines of National Education Policy, 2020 in the college under the guidance of the Education Department and University
- To organize Career Guidance and Counselling programme frequently.
- Reaffirmation of the existing committee of the College.
- To inject social compatibility and inculcate civic sense and core values of life through various activities to be initiated by the college.
- To organise more student centric programmes.
- To motivate faculties to participate in the FDP, refresher courses.
- To improve research work of staff members in the institution.
- To boost up placement activities.
- Improved use of ICT in teaching-learning.
- To conduct national seminar and workshop for students to pursue them for start-ups and innovations.
- To train the teachers with elementary for computer proficiency.
- Computer Training of the office staff so that they are able to efficiently handle the automation of the online administrative work.
- To introduce relevant vocational courses.