



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**SHETH R. A. COLLEGE OF ARTS AND COMMERCE**

VIDYAGAURI NILKANTH MARG, KHANPUR, AHMEDABAD. 380001  
380001

[www.bhavancollege.org](http://www.bhavancollege.org)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Established in 1965, Bhartiya Vidya Bhavan's Sheth R. A. College of Arts and Commerce has celebrated Golden Jubilee in 2015. Situated in heritage city of Ahmedabad, the college is governed by highly motivated Trustees. College runs B.A., M.A., B.Com., M.Com., Diploma, M.Phil. and Ph.d. programs. The recent initiatives have brought many laurels to the college at national and international levels. It has been awarded by UGC the highest prestigious status of **College with Potential for Excellence**. The College has 2458 students on roll including 18 foreign students and 18 research scholars. The college has received **Start Up College of the Year** award in 2019 by Udyog Mantralaya for enterprise in startups and innovations. The sportspersons from the College have participated in Asian Games, Common Wealth Games and World Championships, while one student is ranked **No.One** in Rifle Shooting. She is awaited to play Olympics this year. One student was selected to represent India in Japanese University last year. College Principal was assigned task as team Director by Ministry of Home Affairs, GOI to work for abrogation of Article 370 in J&K State.

The college regularly organizes National and International Academic and research activities. It publishes ISSN numbered International Journal: Bharatiya Manyaprad, with International Editorial Board. College has wi-fi campus, Interactive Smart Classrooms, E-Lectures, In-house Lecture recording studio, SMS informative software system, fully automated library, dynamic website and fifth generation equipped auditoriums. It's a green campus with Solar energy, waste water system, In-house Save Planet Activities and Rain Water harvesting. College has national and International MOUs with Universities from Canada and Indonesia. Under MOU with IIT Gandhinagar the college students are given internship at IIT. In placement activities every year many students are appointed by Reliance, TCS, Axis Bank, SBI and such prestigious companies with nice remunerations. Self appointments/ unorganized sectors are also promoted by College.

The college provides apt platform for cultural, Society oriented and spiritual activities. The college faculties, including Principal have been awarded with many prestigious national and international awards. The campus is selected by prestigious Government and private Offices/ organizations to conduct workshops, events and competitions.

### Vision

**(Bhavan's) Sheth R. A. College of Arts and Commerce** will be a valued and vital community partner striving to enrich our expanding community and prepare our students to live and work in locally challenging and diverse and demanding global environment.

### Mission

**(Bhavan's) Sheth R. A. College of Arts and Commerce**, a comprehensive community college is an accessible, affordable learner-centered institution dedicated to student success serving in the interior city area of Ahmedabad and beyond and will continually strive to impart quality education to enable its stakeholders to face the emerging challenges of the future.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

1. Heritage Institution in heritage City.
2. Very proactive, Philanthropic and illustrious Management. Supports Staff on contract for academic and support services.
3. Holistic and comprehensive environment congenial to all stake holders.
4. Registered alumni association with dignified alumni.
5. Foreign students enrollment in undergraduate to Ph.D. programs
6. Sports and Cultural activities in World Championships such as Asian Games and Commonwealth Games
7. Representation in International Student Exchange program.
8. Proactive Principal to head committees of Ministry of Home Affairs, GOI; UGC, ICSSR, ICHR, ICPR, ICCR, Study in Gujarat, Public Service Commissions of different states, On panel of different national and International Universities.
9. College student made Brand Ambassador of Gujarat University.
10. Innovative Courses and programs to match demands of foreign and Indian students
11. Diploma Programs for Skill Development.
12. University Ranks, Evolving academic atmosphere.
13. Direct involvement of faculty in formation of crucial national policy like abrogation of 370 in Jammu & Kashmir
14. In-house Publication department to publish journal, books and monographs. In house research project grants by management of Bharatiya Vidya Bhavan.
15. UGC enlisted peer reviewed journal *Bharatiya Manyaprad*
16. Startup and Innovation cell. Only Arts and Commerce College to receive Students Startups and Innovation Project grants. Received Start Up College of the year Award 2019.
17. Gandhi Computer Center to teach ICT for free to deprived section of society.
18. Performances and addresses by National international artists, scholars, leaders and dignitaries.
19. Fully automated library with rich collection of archival and reference books.
20. Green Campus, gender sensitization and Energy Conservation Modes adopted.
21. International and national Tie-ups with Institutions of repute. Hosting Fulbright Scholars and GOPIO members in campus
22. Tie Up for students' internship with institute of national Importance like IIT.
23. High job placement activities
24. E-governance, E-finance and most of paper-less work atmosphere
25. Innovative Exam reforms and conducting minimum four Finishing Schools every year.
26. Very committed and highly qualified faculty.
27. Finishing School Programs round the year.
28. Active NCC, NSS, Sports and cultural activities winning national and International awards.

### Institutional Weakness

1. Shortage of Non-teaching staff.
2. Delay in Grants to hamper development and maintenance activities
3. Less individual Research projects

## **Institutional Opportunity**

With high number of foreign students Globalization of Campus can be seen as major activity.

2 Institution being more than 50 years old and situated in Older part of the only Heritage City of India, the institution must avail Heritage Grants from outer agencies.

1. College Principal is a senior Executive Council Member of a number of State and Central Universities of India. Her participation in major committees brings further understanding about growth. This gives ample opportunity to the college to avail insight of future functioning with planning.

1. Inclusion of more Diploma and P.G. Courses
2. Achievements of female sports person at national and International levels Campus can be developed into branding female icons in sports.
3. University ranks in Academics shall bring meritorious students on campus.
4. Industry tours and apprenticeships with institutions like IIT and TCS shall create atmosphere of skill orientation.
5. High placement activities and Finishing Schools shall create more job skills among students.
6. Start up activities will lead to create incubation and research labs for innovation.
7. Gender sensitization activities shall develop confident female students.
8. Participation in National Policy formation activities can be transformed into creating campus as active research foundation center for contemporary discourses.
9. Students campaigns like save the planet, Swachhta Abhiyan, Make in India, Start Up India, Yoga etc. shall enable college to participate in Global and national concerns.
10. Making Yoga and Meditation as stipulated course.
11. Improvement in Campus infrastructure, ore ICT tools, Smart classrooms, E library and biometric attendance for all can be formulated.
12. In-house research grants might be increased to create a self sufficient Research center.
13. College can look forward to become an autonomous institution.

## **Institutional Challenge**

1. Non-teaching staff positions not sanctioned. Not even a single Class four employee in college.
2. No librarian since 10 years.
3. Most of the work has shifted to online mode for which there's no provision of technical staff, this results in appointing more contractual management appointees.
4. Online working needs better ICT labs and servers.
5. Extensive CCTV installation needed.
6. Donation not as per demands.
7. Students from financially and socially weak background. The background of students forces them to undertake part time or full time jobs which results in low attendance.
8. College situated in old part of city which doesn't attract students from multicultural society.
9. Scanty maintenance and development grants from UGC. RUSA grants too have been on preferential basis under which only 39 colleges have been included in Gujarat and rests are kept in waiting. Many feats remain unattained due to lack of funds.
10. Closure of jubilee grants in XII plan by UGC resulted in low maintenance of college building.

11. Poor communication skills result into low remuneration in job placements.
12. Gujarat University policy of not sanctioning Self finance courses to grant-in-aid institutions doesn't allow college to start any Self finance program.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

The college offers programmes at graduation, post-graduation and research levels in Arts and Commerce faculties. All the programmes are run under CBCS. Several new programmes and courses have been started in the last five years.

M. Com has been started since 2017. 4 job-oriented undergraduate diploma programmes, the only ones of their kind in the entire university have been started. Also, a certificate course in vocational guidance - *Finishing School* - introduced by the higher education department of the state government has been conducted in the college.

Several new courses are also introduced in the last five years. Ours is the only college in the University which has started offering French and Persian as the core compulsory subjects in option of Sanskrit for the advantage of foreign students. As per the directive of the university, one paper in B A Semester 5 and one in Semester 6 (ode 306 and 316) in all core subjects have been added.

The college further plans to bring in new course in demand as per the availability of the faculty in the college such as M.A. in Economics.

Being an affiliated college the curriculum is given by the university. Many teachers are involved in curriculum planning by being members of BOS, EC, AC, etc. The syllabus is updated from time to time. ICT is included in several courses like English Phonetics, Commerce and Computer Science. The college successfully plans effective delivery through regular classes, remedial coaching, departmental seminars, field trips, etc.

Curriculum includes several courses related to professional Ethics, Gender, Human Values, Environment and Sustainability in M.A English. There is a paper on Gender Studies.

Apart from theory curriculum is implemented by giving students exposure through field visits, practical projects, field work etc.

Many faculty members including the Principal are members of the Board of Studies of various subjects and are involved in the process of curriculum making.

The college regularly takes feedback from its stakeholders. The feedback is analyzed and action is taken.

### Teaching-learning and Evaluation

Since 2017, there have been centralized online admissions given by the University. The college is left with no vacant seats. In fact, every year college has to seek special permission for increasing seats looking into the

applicants in almost all programmes. The admissions are given on merit – marks secured in 12thstd. The cut off percentage for admission in the college goes up every year. The college follows the government policy for admissions in reserved categories. Adequate facilities are created for physically challenged students.

The teaching staff is highly qualified and dedicated. Out of 23 teaching faculty, 15 are Ph. D, and 2 are M. Phil. 3 are preparing their Ph. D thesis. Five teachers are research guides. The Principal and the teachers are invited as Keynote speakers and resource persons in seminars and Orientation as well Refresher Courses. Principal Dr. Neerja Gupta is the only one from Gujarat to have prepared two modules for the recently started NRC Modules for HRDC's online Refresher Courses. All the teachers are computer literate and use ICT in teaching from time to time.

Under the CBCS evaluation is a continuous process. There is an end-semester final examination conducted by the University. With CCE, internal evaluation is done at multiple levels- 1. Internal examination, projects, assignments, field trips, seminars and participation in the classroom teaching and behaviour. Weak students are identified and given remedial coaching.

Student satisfaction survey is done in different ways on regular basis.

The college is evolving new methods to support students who remain absent from Internal examinations due to genuine reasons. The exam reform committee has started giving online/ email based examination to such students.

The SMS service and updated website of college helps students and staffs keep updated regarding exams, schedules, time tables, circulars and any other matter of importance.

### **Research, Innovations and Extension**

The institution has taken up various research projects, innovations and initiatives for transfer of knowledge as well as workshops/seminars on Intellectual Property Rights during the last 5 years. The Principal has just completed her major research project on *Ubiquity of Ancient Civilization in Linguistic Contents of Kashmiri Realities*. In order to promote research activities, the college has decided to be a funding agency for the faculty members and fund minor research projects. There is a Research Development Committee in the college which explores possibilities of resources for research activities. There have been 19 seminars and conferences organized by the college in the last five years. The college is invited to participate as Academic or sponsoring partner due to its established position in the field of Research related activities or FDPs.

Several faculties of the institution are research guides and several students have been awarded Ph. Ds. The institution has also contributed towards books and research papers in national/international conference. It has its own in-house publication and a UGC enlisted in-house journal: *Bharatiya Manyaprad*. A good number of research papers are published in Journals notified on UGC website as well as in national and international conference proceedings.

The institution has also remained active in terms of Extension Activities, Outreach Programmes, MOUs, etc. It has functioning MOUs and internships with reputed institutions. About 1797 extension activities and outreach programmes have been conducted by the college in the last five years. Its joint activity with IIT Gandhinagar has started a sound tradition of direct internship to Arts students.

Under NCC students have received awards at State level. Each year students are selected for RDC at New Delhi. Similarly NSS is engaged in undertaking activities like Cleanliness drive, Drive to popularize government policies, gender related awareness drives. AIDS awareness programmes, blood donation camps, old age visits. Under NSS, one student went to Japan in exchange program of Gujarat University at Otemon Gakuin University, Osaka.

The college is known all over the country for its contribution in sports and cultural competitions. It has also hosted youth festivals for University.

### **Infrastructure and Learning Resources**

Criteria 4 Deals with Infrastructure and Learning Resources of the institution, Facilities for e-content development library resource and maintenance of the campus.

Creation and enhancement of infrastructure to promote a good teaching learning environment is a primary concern of the College. It has also created infrastructure for in house research activities. The infrastructure consists of (A) Library facilities (B) Technology (C) Three seminar room with a capacity of 100, 150, and 400 respectively. (D) Administrative Office (E) Principals Cabin (F) Class Rooms (G) Other Facilities for the staff and the Students.

The college has well-furnished, well-ventilated, spacious and technology enabled Rooms.

The college has well equipped ICT infrastructure. All class rooms have WIFI connectivity. There are 9 classrooms and 2 halls that have ICT facilities. Halls are equipped with LCD Projectors, white boards, public addressing system with internet connectivity. Each department is provided with a laptop. All the students are provided Tabs by Government of Gujarat.

Library is fully automated. It has text books, rare reference books, encyclopedias, dictionaries, CDs and journals on different subjects. The institution has subscribed national and international journal and leading dailies of the state. The institution has started to develop Kindle Library.

The institution is run by Bharatiya Vidya Bhavan and the budget allotted is shared by the centre. The policy is revived periodically and the expenditure includes Hall building, electric installations, solar system on terrace, furniture and fixture, air-conditions, CCTV camera, fire extinguishers etc. The centre allocates total budget for all over development, maintenance, infrastructure, etc. for the college. The expenditure is done from the total budget as per need and demand. The coordinator has been entrusted with the maintenance of the physical and support facilities that is to say college building and campus which includes environmental assets as well. This is carried out in conjunction with the principal and heads of college/institution.

Its environment friendly approach motivates students to place water joints for birds. The students also undertake maintenance of heritage wall garden which is just opposite to the college.

### **Student Support and Progression**

Students get scholarships from government as well as non-government sources. The institution supports needy students. Students excelling in sports are given special financial and academic support. The college has started

online examination facility.

There is ample infrastructure to help physically challenged students. The toilets seats are specially designed, ramps and lifts are provided, female students are provided with hygienic arrangements at the college and poor students are looked after formally and informally by the college staff.

The college conducts Bridge courses for foreign students. Classes for competitive examination are also conducted by the college from time to time. Foundation and Soft Skills courses are selected in accordance with skill development of students. There are active Women Development Cell, Counseling Cell and Grievance Redressal Committee in the college.

There is an active Placement Cell in the college. It is connected with the Placement Cell of the Gujarat University. Students get opportunities for placement. Some reputed companies like TCS regularly come for campus placements.

The college conducts several career guidance and vocational guidance seminars and programmes for the students.

The Innovation Cell motivates startups by young entrepreneurs.

Apart from academics, students excel in NCC, Sports and cultural activities. In sports, especially girls have participated and won prizes in competitions ranging from university level to Asian Games and Commonwealth Games. Students are regularly selected for RDC from NCC. The college has successfully participated in International Student Exchange Programme.

The college has a Student Council which actively participates in college affairs. The college has parking space, canteen, and professional security staff, outsource agency for cleaning, dedicated reading rooms, ladies room, room for physically challenged students, NSS office, NCC office, Sports Office. It also has spacious Indoor games room with separate changing room for girls and boys.

The college has a registered Alumni Association. The Alumni members are involved in the college activities. Regular Alumni Meets are held in the college. The college has alumni of high prestige. The alumni are placed as Ministers, Corporators, Principals, lawyers, artists, businessmen and in other major professions.

### **Governance, Leadership and Management**

The institution under the guidance of its esteemed and reputed governing body members believes in carrying forward the values and imparting holistic education to future generations. It is involved in various developmental and welfare programs for the teaching and non-teaching staff.

The Principal of the institution has envisaged an inspiring vision. We have various committees which work, plan and implement the strategies for the betterment of the students. The Committees include Research and Development Committee, Cultural Committee, Discipline Committee etc. The College has adopted and implemented all the guidelines of the UGC and Gujarat University. We have equipped the college campus with the latest computers, laptops, wifi-system, broad band connections, computer laboratory, audio-visual rooms, LED projectors, CCTV cameras etc.



The college has multi-dimensional setup. It brings collective awareness of culture, science, technology, management, commerce and arts. The management takes up college requirements in immediate consideration. Principal collates needs of the college with outer agencies and plans for constant growth of college in terms of academics, co-curricular activities and research functions. The College has functioning MOUs with reputed institution like Alliance Francaise, IIT-Gandhinagar, NIOS and Cape Breton.

The college management has regular meetings. Three months working and next three months budgets are presented in meetings. One annual budget is submitted to college management which helps in prioritizing decisions by management and principal.

The Bharatiya Vidya Bhavan Ahmedabad Kendra has its own in-house publications. Several books are published every year by the Kendra.

The College brings out an online magazine 'Anugunj' for students.

The institution has organized a number of international, national, state level seminars, conferences, workshops and colloquiums for the teaching and non-teaching staff of the college. The college publishes a reputed international journal- Bharatiya Manyaprad which has a wide circulation and incorporates the heritage traditions proposed by the institution. The journal is edited by scholars and has contributors of international repute.

The institute has a futuristic vision to further develop and propagate research oriented programs, implement job- Gujarat University.

### **Institutional Values and Best Practices**

The College tents to address issues of Gender Equalities in practice, theory and propagation. The College Women Development Cell ensures the safety of female students and staffs; it opens up for counseling about personal and professional issues and directs them further to trained agencies like professional counselors. A dedicated Women Helpline (181) is popularized which is on call assistance to women in distress. As an additional measure the number of college principal and CWDC Coordinator is added to any such call. Dedicated infrastructure is assigned for girl's common rooms and toilets. The NCC has Women's Wings. Though there is no need to day care center. However enough female staff is appointed to take look after the young ones. Regular Conferences and Awareness Programs are held for the female faculty as well as students.

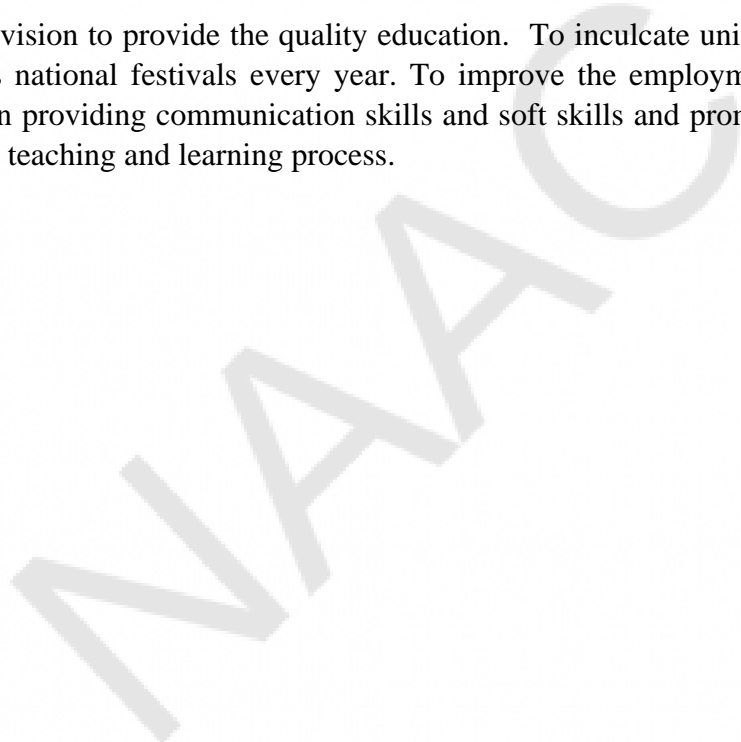
Solar Power and LED bulbs are used to reduce the usage of power. The college is able to provide additional solar energy to Ahmedabad Municipal Corporation during vacations.

To harvest the rain water in a proper way, underground tank is available to store rain water. Numbers of plants are planted in the campus to make it green and pollution free environment. Under waste management a plastic free zone campaign is organized.

The college encourages usage of bicycles, public transport and pedestrian friendly roads to avoid environmental pollution and has created facilities for differently able people in the campus.

The College has a code of conduct for all students and staff. To promote universal values college organizes national festivals. It maintains complete transparency in all its functions. Emphasis on practical skills to improve the practical knowledge of the students and inculcating the spirit of research among faculty and student are its best practices.

The college has defined its vision to provide the quality education. To inculcate universal values, among the students institute celebrates national festivals every year. To improve the employment opportunities of the students it has specialized in providing communication skills and soft skills and promoted extensive usage of ICT material to improve the teaching and learning process.



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHETH R. A. COLLEGE OF ARTS AND COMMERCE
Address	Vidyagauri Nilkanth marg, Khanpur, Ahmedabad. 380001
City	Ahmedabad
State	Gujarat
Pin	380001
Website	<a href="http://www.bhavancollege.org">www.bhavancollege.org</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Neerja A Gupta	079-25600312	8849361323	079-25601314	swatimineshvyas@gmail.com
IQAC / CIQA coordinator	Swati S. Kapafia	079-27911952	8849361323	-	swatimineshvyas@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	15-06-1965

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Gujarat	Gujarat University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	15-06-1966	<a href="#">View Document</a>
12B of UGC	15-06-1966	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

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

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	16-09-2011
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	GUSEC
Date of recognition	04-11-2019

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Vidyagauri Nilkanth marg, Khanpur, Ahmedabad. 380001	Urban	1.1	1191.47

## 2.2 ACADEMIC INFORMATION

NAAC

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,English	36	HSC	English	161	143
UG	BA,Sociology	36	HSC	Gujarati	124	104
UG	BA,Economics	36	HSC	English,Gujarati	187	174
UG	BA,Gujarati	36	HSC	Gujarati	120	106
UG	BA,Psychology	36	HSC	English,Gujarati	172	149
UG	BCom,Commerce	36	HSC	English,Gujarati	1288	1288
PG	MA,English	24	GRADUATION	English	151	97
PG	MCom,Commerce	24	GRADUATION	English	243	232
Doctoral (Ph.D)	PhD or DPhil,English	36	POST GRADUATION	English	12	8
Doctoral (Ph.D)	PhD or DPhil,Economics	36	POST GRADUATION	English,Gujarati	4	3
Doctoral (Ph.D)	PhD or DPhil,Diaspora	36	POST GRADUATION	English	6	5
Doctoral (Ph.D)	PhD or DPhil,Physical Education	36	POST GRADUATION	English,Gujarati	4	4
Pre Doctoral (M.Phil)	MPhil,Diaspora	18	POST GRADUATION	English	5	5

### **Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				8				20			
Recruited	0	0	0	0	5	3	0	8	7	5	0	12
Yet to Recruit	0				0				8			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				17			
Recruited	0	0	0	0	0	0	0	0	3	6	0	9
Yet to Recruit	0				0				8			

<b>Non-Teaching Staff</b>						
	<b>Male</b>		<b>Female</b>		<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government						6
Recruited	3		0		0	3
Yet to Recruit						3
Sanctioned by the Management/Society or Other Authorized Bodies						13
Recruited	6		4		0	10
Yet to Recruit						3

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				2
Recruited	2	0	0	2
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	3	0	6	2	0	13
M.Phil.	0	0	0	1	0	0	0	0	0	1
PG	0	0	0	2	0	0	0	0	0	2



<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	2	0	3
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	1	0	0	1

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	3		6		9

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Pre Doctoral (M.Phil)	Male	2	0	0	0	2
	Female	5	0	0	0	5
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	14	0	0	0	14
	Female	11	0	0	0	11
	Others	0	0	0	0	0
PG	Male	137	0	0	0	137
	Female	216	0	0	0	216
	Others	0	0	0	0	0
UG	Male	1293	12	0	15	1320
	Female	738	18	0	1	757
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	224	170	162	158
	Female	102	74	78	64
	Others	0	0	0	0
ST	Male	13	15	15	20
	Female	2	2	6	2
	Others	0	0	0	0
OBC	Male	299	248	223	170
	Female	106	78	71	73
	Others	0	0	0	0
General	Male	669	723	761	800
	Female	491	441	444	433
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>1906</b>	<b>1751</b>	<b>1760</b>	<b>1720</b>

## Extended Profile

### 1 Program

#### 1.1

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

2018-19	2017-18	2016-17	2015-16	2014-15
280	256	244	244	244
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

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

### 2 Students

#### 2.1

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2293	1906	1751	1760	1720
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
934	746	587	555	487

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

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

2018-19	2017-18	2016-17	2015-16	2014-15
483	334	242	242	273

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

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

2018-19	2017-18	2016-17	2015-16	2014-15
21	20	21	17	17

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

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

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 23****4.2****Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
43.86877	49.27935	48.20428	44.67075	26.76292

**4.3****Number of Computers****Response: 37**

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## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

###### Response:

Much has changed since the years of inception of the college. Competitive pressures; demographic, economic, and other cultural changes; and new personnel have produced new features at a speed that is sometimes bewildering. In the course of time the College has developed and designed curriculum to serve non-traditional students too.

Looking into these aspects and to meet the mission, the College currently offers a combination of traditional and innovative programmes. Some programmes are unique in the sense that in Gujarat University, ours is the only college which has been given these courses by the university. The college has implemented the CBCS Semester system following the guideline of the Gujarat University since the academic year 2011. In the CBCS, along with the Core and Elective subjects, Foundation and Soft Skill Courses are added to the curriculum. Wherever possible, students are given choice to select Foundation and Soft Skill subjects. To add to the wide range of subjects, in the current year, the college has started 4 diploma job oriented courses, following the affiliation given by the Gujarat University.

Students are encouraged to attend campus-wide lectures, and they are frequently involved in making presentations. Several departments, such as English, Sociology, Commerce, Economics and Psychology, conduct seminars in which students make oral presentations to the College community.

ICT has been introduced in a number of courses. These include English Phonetics and Linguistics, Accounting, Psychology and of course, Computer Science. The campus is Wi-fi enabled. To enhance the use of ICT the library is automated fully, it also has an internet kiosk which is absolutely open for the students. As per government initiative, tablets are given to students at a subsidized rate of Rs. 1000 .So apart from the internet access in the library; students have an access to internet through their tablets as well. One latest model language lab is also established in the college enabling students to progress through Computer techniques into Speech. The college has 200 seater fully equipped air conditioned seminar hall. It also has two air conditioned fully equipped audio – visual seminar rooms specially designed with ICT enabled equipments. Each department has minimum one laptop. In all, the College has 91 computers, 6 interactive note pads and 12 laptops.

The College has its own dynamic website [www.bhavancollege.org](http://www.bhavancollege.org) which also has one online magazine to be run by students only. The website gives an opportunity for Online Libraries, Counseling, Grievance cell, and curriculum related issues. The college website also has a virtual research cell which gives up-to-date information about the global and national research activities and about the funding agencies. Each faculty can be approached by email. Each student is made to create his/her mail account. Very often assignments projects are to be submitted in soft copy to the teachers concerned.

The College Management has also established Gandhi Institute of Computer Application in the campus

only in which faculty and students are given training in Computer applications.

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

As an institution, affiliated to Gujarat University, it follows the academic calendar prepared by the university. The calendar consist of time period and dates of centralized admission, starting of teaching, total number of working days, internal evaluation schedule, end semester exam and vacation. On the basis of this academic calendar, the institution plans its own schedule which includes teaching, co-curricular, extracurricular as well as extension activities, field visits, project work, Alumni and Parents meet etc. Some fixed days including national festivals and days of special significance celebrated every year by the institution are also considered in the institution's calendar. For instance, Independence Day, International Yoga Day, Teacher Day, Munshiji's Birth as well as Death Anniversary (30th December and 8th February respectively), Republic Day, AIDS Awareness Day, Vivekananda Jayanti etc, are identified as special days in the academic calendar of the institution.

### 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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 100

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



Response: 13

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years**

Response: 5

**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2018-19	2017-18	2016-17	2015-16	2014-15
5	0	0	0	0

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>

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

Response: 0.24

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

2018-19	2017-18	2016-17	2015-16	2014-15
28	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

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

**Response:**

Issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics are part of curriculum at undergraduate as well as post graduate levels. Study of literature in all languages (Gujarati, English, and Sanskrit) is, in fact, a study of human values. In M.A. sem. 4, an entire course is Literature and Gender (508). In Sociology, paper 213 is Social Vision of Gandhi. In semester 5, paper 303 is Women and Society. In Economics also, Sustainable Development is introduced as a separate unit in a course. In B.A as well as B.com sem- 2, the Foundation Course is Environmental Studies. In B.A. sem-1 Soft Skills course is Human Rights and Ethics. In Sociology B.A. sem -4, Elective-II course is Social Geography of Gujarat which concerns itself with environmental issues of the State. Foundation Courses related to these cross cutting issues offered by the institution are Indian Religions, Disaster Management, Pollution Control and its Impact. Moreover, in courses of all literature offered in the college, textbooks concerned with issues related to Gender, Human Values, Ethics and Environment are prescribed. The Theory of Ecocriticism and feminism, texts like *A Room of One's Own*, *The Blue Umbrella*, by Ruskin Bond, "A Prayer for My Daughter" and *Nagamandala* relate to such issues.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>

#### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 100

##### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
280	256	244	244	244

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>

<b>1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</b>	
<b>Response: 0</b>	
<b>1.3.3.1 Number of students undertaking project work/field work / internships</b>	
File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

<b>1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni</b>	
<b>Response: C. Any 2 of the above</b>	
File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

<b>1.4.2 Feedback process of the Institution may be classified as follows: Options:</b>
<ol style="list-style-type: none"> <li>1.Feedback collected, analysed and action taken and feedback available on website</li> <li>2.Feedback collected, analysed and action has been taken</li> <li>3.Feedback collected and analysed</li> <li>4.Feedback collected</li> <li>5. Feedback not collected</li> </ol>
<b>Response: C. Feedback collected and analysed</b>

<b>File Description</b>	<b>Document</b>
URL for feedback report	<a href="#">View Document</a>

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## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 91.27

##### 2.1.1.1 Number of students admitted year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
945	828	678	708	657

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
950	892	770	781	770

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
934	746	587	555	487

#### File Description

#### Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

## 2.2 Catering to Student Diversity

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

#### Response:

Students take admission in this college after passing HSSCE examination. Their HSSCE mark sheet is mainly the norm for assessing their eligibility to study a programme. Until the centralized admission process, i.e, when admissions were given directly by the college, students who studied L.L. English till HSSCE, willing to take admission in English medium were given admission on the basis of their marks obtained in English at std. 12. Generally speaking, students getting minimum 50% in L.L. English were considered for admission in B. Com. Programme. Secondly, in arts faculty the admission committee guided and motivated the students to choose subjects according to their ability and interest, judged from marks obtained.

On the basis of their previous year's academic record, the college identifies the slow and advanced learners.

- For advance learners special assignments are given. Moreover, guidance and solution of earlier question papers of University are given.
- Various training sessions are organised to train the advanced learners in handling instruments and software which are very useful in industries.
- They are motivated for various projects and scholarship schemes.
- They are encouraged to participate in seminars and workshops held in other institutions.
- We have the facility of Enlist, in our library where they are provided with different links to review different journals and trends in research.
- They are also provided information and formal guidance regarding competitive exams.
- We encourage them to be team leaders in group discussions and be useful to slow learners.

Like advanced learners, even slow learners are identified by the teachers through performance in the class room as well as in the evaluation.

- Teachers provide study material to such learners.
- Most of the teachers remain available to students even after college hours for any guidance through phones.
- Many teachers shared instruction, guidelines for answers etc., through internet with the class.
- Slow learners are given special guidance for preparation of projects, assignments as well as examination.
- Slow learners are grouped with advanced learners who also help them to cope up with the syllabus and given task.

There is a continual assessment of students through the programme duration. The students' academic

performance is assessed by their performance in the formative and summative evaluations as well as by their involvement in the classroom teaching and activities. Students are given projects and assignments in each subject. There is an internal evaluation examination before the end-semester final examination, conducted by the university. Students get internal marks on the basis of the internal examination, projects, assignments and their attendance as well as performance in the classes.

The principal and the faculty take personal interest in the problems of students and help to solve them. The college runs a counseling cell for students. Students are invited to approach the cell for guidance to meet challenges and solve the problems faced by them. This also helps in checking the drop out ratio.

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

**Response:** 109:1

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

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

**Response:**

The college plans and organizes teaching, learning and evaluation according to the academic calendar of the University. However, in the CBCS, evaluation is a continuous process done at two levels – internal and external. External evaluation is done through University examinations. Internal evaluation is done at multiple levels –examinations, project and assignment work, students’ attendance and performance in the classes and workshops, short presentations at departmental level, etc.

All the information is provided on the college website. The institution prepares its own academic calendar, proposing the activities and their probable dates. Each department prepares a departmental calendar or action plan, containing detailed proposed activities like seminars, tours, workshops, expert lectures.

The college has a formal teaching plan. Teachers inform students about teaching plans. A copy of every teacher’s timetable is submitted to the office. The timetable is put on the college website also.

Teachers are encouraged for ICT enabled teaching. Academic tours are organized. Question papers and practical examination patterns and marking scheme are explained to the students. Exams are conducted as per the university schedule. Students are also evaluated through unit tests, discussions in the classroom as well as in laboratories during practical hours and participation in seminars and group discussions.

According to the vision statement of the college, due attention is given to building up emotionally and

morally strong personalities in the students. Learning is made student centric by adopting variation in teaching methods suited to learning abilities of the students.

The system of CBCS is student – centered. Under this system the students choose and study subjects of their own choice from those given by the college. Each subject has credits according to the weightage.

The institution has developed structures and systems with a vision and planning.

At the first stage, it has developed infrastructure with highly advanced technology. There are multi -media class rooms, Audio- Visual room, Language Laboratory, Computer laboratory etc in the college.

At the second stage, the college employed trainers to train the users, i.e. the faculty members. Today, most of the teachers have learnt to make use of the support system developed by the college with the help of technology. Students are given tablets at nominal rate under the government scheme. Thus, not only the teachers but also students are techno-friendly.

The college has developed e-library. Text books and Digital reference material is made available. Students can read books on kindle. Most of the teachers use ICT for teaching. Teachers show you-tube videos, SANDHAN CD's to students. Sometimes, lectures are saved and put on you-tube for students. Students are given a free access to internet. Teachers refer to e-textbooks in the class.

Gujarat university English teachers association (GUETA) has a website of its own. The study material, university question papers, syllabus, study material, model question papers, etc. are uploaded on the website. Teachers of our collage contribute to this website. Students are asked to refer to the website for core compulsory English as well as English core courses.

### **2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.**

#### **Response:**

ICT is extensively used in teaching - learning process. The institution has provided well-equipped ICT infrastructure. Each department is provided a laptop. There are many Pc's as well. Other ICT facilities include ICT - enabled classrooms, Audio-Visual room, fully equipped seminar hall, notepads etc. All these enabled teachers to adhere to ICT. Most of the teachers are techno savvy and can handle ICT tools on their own. The college has appointed a lab technician who, apart from being instrumental in paperless administration, supports the faculty in using ICT infrastructure.

The campus is Wifi enabled. Students also have a free access to NAMO Wifi. As per govenment scheme, students are given tablets at very nominal rate. So even the students have an easy access to internet and e-resources or learning.

The college website is also useful in the teaching-learning process. College time-table, syllabus, important circular are put on college website.

1. At times, teachers make what's app group of the concerned students to convey important messages.



2. Lectures are uploaded on 'you' tube.
3. PPTs are shown in the class. For instance, on World Population Day, Dr. Bharati Singh had taken a special class of students of all commerce classes and made a presentation through a PPT.
4. At times, projects and assignments are to be submitted on mail. PPTs preparation is also part of project work given by teachers.
5. E text books are used in the classroom.
6. Web references are suggested by the teachers.
7. SANDHAN and BISAG CDs are used for teaching.
8. Syllabus related films are shown on projector to students.

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

**Response:** 109:1

#### 2.3.3.1 Number of mentors

**Response:** 21

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

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

**Response:** 68.57

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 70.85

**2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
15	15	14	12	12

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 14.57

**2.4.3.1 Total experience of full-time teachers**

Response: 306

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>

**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:**

The institute has very transparent policy of internal evaluation. The system of internal evaluation is decided by the institution. The faculty members become a part of the decision making process.

Since the implementation of CBCS, the institution has been free to decide its own system of internal evaluation. It is firmly believed that evaluation is a continuous process and its different aspects should be made known to students. An orientation programme is organized every year by the institution, to acquaint students with evaluation pattern, college activities, etc.

In the semester system, external evaluation is done at the end of each semester i.e, twice in a year. There is a provision of carry forward for the failures and drop outs i.e, students are promoted to higher semester

irrespective of their attempt or result.

For continuous internal evaluation, apart from the examination, the university has determined projects and assignments.

The institution conducts evaluation catering to the basic format determined by the university. Evaluation is done with the co-ordination of teaching as well as non teaching faculty. Reforms are introduced by the institution within the basic frame given by the university.

1. Teachers assess projects and assignments. Students themselves have to get the marks entered with the technical staff. This has brought a transparency in the evaluation process.
2. Looking to the increasing strength of students, fixed capacity of the infrastructure and availability of teachers, the college has reduced examination timings from 1.5 hours to 1 hour. Examination is conducted in 3 sessions instead of 2, per day. This saves the number of days for conducting exams and maintains the days of classroom teaching. Secondly it is very much in keeping with the new examination pattern of the university. From 2018 onwards, the university has reduced the examination time from 3 hours to 2:30 hours per paper. University examination is conducted in 3 sessions a day.
3. There isn't fixed format of projects and assignments in the college. Teachers decide not only the subjects but also the mode of evaluation for internal marking. Sometimes, oral presentations by students in departmental or classroom seminars are considered as project work. Instead of a written assignment, class test is taken and considered as assignment. Field visits and data collection and analysis as well as taking interviews are also given as projects for evaluation.
4. A very significant reform introduced by the Institution is provision for online internal examination. There are many National and International players study in the college. These students often face clashes with their sport events and the internal examination schedule. For such student and then also for some special cases (for example students who are hospitalized, who have met with accident) the institution has made provision for online internal evaluation. Question papers are sent to such students on their email; they attempt the exam in the given period of time and send the answers. This system has really proved a blessing for International Players like Elavenil who is looking forward to participation in Olympic Games.

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

#### **Response:**

The implementation of evaluation reforms are made effective by acquainting the students tailing admission in semester-I with the evaluation pattern.

The evaluation is done with the co-ordination of the teaching as well as non teaching staff.

The faculty members actively do the internal evaluation of the students by correcting projects, assignment answer sheet and also through junior supervision during the examination.

In the semester system there is one formative assessment [Internal evaluator exam] both, at UG and PG. Assignment and project, related to syllabus, in each subject, are part of summative assessment. Regularity, behavior, class performance etc. are norms for evaluating the students. Projects and assignments are intended to prepare students for final examinations. By self preparation of project and assignments, the students learn to search, analyze and write on their own. It aims at developing presentation and research skills of students. At PG level students have to prepare brief dissertations on a selected topic: They have to make an oral presentation of their right up as well. In PG semester-4 students have to make a PPT presentation. They have to appear mock interview.

This kind of evaluation has had very positive impact on achievement of students. Virali an alumni of the college undertaking Ph. D, who studied both, UG and PG from the college feels that the project seminars, dissertations have developed her writing skills. She is able to take up Translation as professional career.

The progress and performance of the students are evaluated continuously and at various levels during the course. Marks attained by students in the internal examination, projects, and assignments and also on the basis of their behavior and performance are combined for internal evaluation. The internal marks are put up on the college website ([www.bhavancollege.org](http://www.bhavancollege.org)) as well as on the college notice board.

#### **Analysis:**

The policy of the institution in internal assessment has always been very transparent. The internal marks of student are put up on the college website. Secondly, the college follows the guidelines laid down by the University for Internal Assessment. The university software has been installed for calculating internal marks.

Behavioral aspect carries three percent of internal assessment. At B.A semester 6 English the internal as well as external examination include a viva-voce in paper 10A which carries 20% weight age of marks.

At P.G (M.A English) independent learning and communication skills of students are evaluated in each semester the details are as under: In each semester, the 5th paper consists of self preparation of assort dissertation and an oral presentation as well as viva-voce. The written part carries 70 marks and the oral carries 30 marks. Semester-I: Paper Communicative English I- 405 viva-voce communication skills-Rapid reading, Pronunciation and intonation. Semester-II: Paper Communicative English II-409 viva-voce evaluating reading comprehension listening skills. Semester IV: Paper -511 professional skill power point presentation, group discussion, mock interview, mock open defense and quiz.

NOTE: - In all semester viva-voce carries 15% (only in semester-4 30%) weightage of marks)

## **2.6 Student Performance and Learning Outcomes**

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

**Response:**

- Every course is evaluated through internal evaluation examination, assignments, projects and attendance as well as performance of students.
- Outcomes in terms of results are put up on the notice board.
- Course outcomes are explained to students and discussed in the class by the respective teachers.
- The University mark sheet given to the students qualifies them for final completion of programme.
- In general, course outcomes are familiarizing students with new areas of learning, giving knowledge in well defined areas of learning developing writing skills, introducing students to practical situations like trading in share market, working in a bank, economic policies of the government and also generating an interest in the students for further research in the course area.
- Course outcomes are conveyed through regular lectures in class rooms, orientation programs, mentoring the students by giving them personal guidance.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

- POs, PSOs and CO attainments are measured mainly through evaluation process done by the college as well as by the university. The internal evaluation process is carried out on continuous basis – assignments and projects related to PO and PSO are given to students. For example, a PSO of BA English is to familiarize students with literary history and enable students to study and appreciate a literary text in historical perspective. Assignment may be given to further explore areas of history and study works written at a particular period of time.
- A PSO of BA Sociology is to enable students understand different classes of socio-economic life of urban areas. Assignment given to students was to visit their nearby vicinity and collect information about the socio-economic condition of the residents. Thus, POs, PSOs and COs are measured theoretically through written exams and practically through projects, assignments, field trips, workshops, industrial trips, seminars, etc.
- The Institution also tries to achieve course outcomes by giving the students exposure through experiential learning, field trips, participation in workshops and seminars organized by the Institution as well as by other Institution, sending them through mega events like Bharatiya Chhatra Sansad (Indian Student Parliament).
- As a crucial part of program outcomes, students are given opportunity of job placement from the college campus.
- Students are given opportunity to begin their Start-ups.

### 2.6.3 Average pass percentage of Students during last five years

Response: 58.8

#### 2.6.3.1 Number of final year students who passed the university examination year-wise during the

**last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
416	242	240	273	260

**2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
619	480	470	533	476

<b>File Description</b>	<b>Document</b>
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.07

<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 23.19

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
0	21.20	1.99	0	0

File Description	Document
List of endowments / projects with details of grants	<a href="#">View Document</a>
e-copies of the grant award letters for sponsored research projects / endowments	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**Response:** 23.81

**3.1.2.1 Number of teachers recognized as research guides**

**Response:** 5

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response:** 6.67

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

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

### 3.1.3.2 Number of departments offering academic programmes

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

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

#### Response:

In the last two years, the college has become a leading institution supporting start up and innovations. It is the first Arts & Commerce college in the Gujarat State to receive grants of Rs. 20, 00,000 (for 3 years) for startup. It has also been awarded the prestigious Startup College of the Year award for 2018-19 by GUSEC. In order to promote innovation, the institution has created adequate ecosystem. Research/Innovation/Incubation/Pre-incubation Centers are available. Meeting Room for Innovators and Startups, Seminar/Computer Centres with Independent High-Speed Dedicated Internet Facility are also available. College has provided dedicatedly 2 rooms for Innovation cell. In-house recording studio & full theatre facilities are developed.

Knowledge is created and imparted in various ways.

- 1.The institution motivates the faculties for research. In order to encourage research, BVB Ahmedabad Kendra has started giving financial assistance along with adequate ICT and physical infrastructure to the faculty after peer reviewing their research proposals. Dr. Vidya Rao's minor research project proposal has been sanctioned under this initiative.
- 2.Library is fully automated. Soft Digital Infrastructure is available. Digitalization of books is being



done in the college. Many books have been digitalized. The process is still going on. There is a reading room for the faculty as well as students.

3. Dr. Mrinalini Thaker, Prof. Mahesh Kahar and Prof. Beena Gorvadia maintain their blogs by updating latest updates. They also upload informative videos on You Tube. Teachers prepare Power Point Presentations on their own on various topics not covered in the syllabus but are important otherwise and lectures are delivered to the students on a regular basis.
4. Abstracts of all seminars conducted are prepared and their copies are distributed to all the participants and relevant authorities.
5. Anand Parv is celebrated annually and various competitions like Poetry, Essay, Debate, Rangoli, Singing, Dancing, etc. are held. Students participate actively and enthusiastically in these competitions which are meant to help them identify and develop their skills. To encourage them, professional orchestra is also hired so that students can practice for singing and dancing competitions.
6. A Drama Workshop was held in 2018 exclusively for students. Faculty members are always encouraged to attend and to participate in reputed national and international conferences, workshops, seminars, FDPs; short term training programmes. These platforms provide the opportunities to interact with academicians and industry experts and motivation to carry out research and consultancy.
7. Apart from regular lectures, students are made to learn through experiential learning by field visits, project work, departmental level seminars etc.

### 3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

**Response:** 19

#### 3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	7	6	2

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

**Response:** 7.2

**3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years**

Response: 36

**3.3.1.2 Number of teachers recognized as guides during the last five years**

Response: 5

**File Description**

List of PhD scholars and their details like name of the guide , title of thesis, year of award etc

**Document**[View Document](#)**3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years**

Response: 1.15

**3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
8	3	3	4	4

**File Description**

List of research papers by title, author, department, name and year of publication

**Document**[View Document](#)**3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

Response: 1.46

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	6	12	6	3

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>

### 3.4 Extension Activities

**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.**

**Response:**

The Institution forms Students Union every year. Students with highest score of marks in the semester from each class are the members of the Union. This activity is an attempt to train them in leadership and cultivate skills like organizing and planning. The student of the final year with the highest percentage of marks is selected as the General Secretary. There is a Ladies Representative and a Cultural Secretary.

The college has extension activities like NCC, NSS and CWDC for students.

- NCC:

The NCC division of the college is registered under 9th Gujarat battalion of the NCC division, Ahmedabad. Every year, about 100 students from the college are enrolled in the NCC. Activities like parade, rallies, army training, camps are conducted on regular basis for NCC cadets.

In the last 5 years, activities like World Heart Day Rally, Swachchhata Abhiyaan Rally, Blood Donation Camp, International Yoga Day, Road Safety Week and Marathon Run have been conducted by NCC division. The institution tries to bring awareness among the students about discipline, prevailing social issues and movements. Through these activities, students not only become aware about the social issues, but also realize the importance of such activities and their contribution to them.

- NSS:

The NSS unit of the institution is linked the Youth Welfare Department of Gujarat University. The institution plans the NSS activities on its own. It also responds to the invitation from NSS units of other colleges as well as the University and Youth Welfare Department of India and sends students and faculty in-charge for the activities (Seminar, workshop, camp, rally, lectures, etc.). During the last 5 years, NSS unit of the institution has conducted International Yoga Day, Blood Donation Camps, Youth Fitness Camps, Swachchhata Abhiyaan Rally, Eye Check up camp and such other activities and also celebrated

**Gandhi Jayanti and Gnash Visarjan.**

By actively participating in these activities the students learn community services and understand the need for services. They are exposed to the large masses, the under privileged classes of society. They learn to serve them they also developed qualities like leadership sharing, leaving together in groups and helping one another.

- CWDC

The Women Development Cell of the institution is directly linked with the WDC of the Gujarat University. During the last 5 years, Seminar on Crisis on Safety, Security and Dignity of women, Exhibition on Woman's Strength, Best from Waste Exhibition and such other activities have been conducted. These activities help the students to apply formal education in finding practical solution to individual and community problems.

Extension activities of the college have complimented the overall learning experience including academic learning of the students. Self discipline and ability of living in groups and sharing responsibilities is developed through NCC and NSS camps. Students also learn self disciplines in these camps. The extension activities contribute to over all development of the students. They inculcate human ethics, democratic values and good citizenship in the students and prepare them to become good citizens, human beings and community beings.

### **3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

**Response: 0**

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

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

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

**3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years ( including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)**

**Response: 27**

**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
13	7	6	0	1

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**

**Response: 14.1**

**3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
791	358	268	0	33

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

### 3.5 Collaboration

<p><b>3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year</b></p> <p><b>Response: 7</b></p>														
<p><b>3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years</b></p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>1</td> <td>1</td> <td>0</td> <td>0</td> </tr> </tbody> </table>					2018-19	2017-18	2016-17	2015-16	2014-15	5	1	1	0	0
2018-19	2017-18	2016-17	2015-16	2014-15										
5	1	1	0	0										
<b>File Description</b>		<b>Document</b>												
e-copies of related Document		<a href="#">View Document</a>												
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship		<a href="#">View Document</a>												
<p><b>3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years</b></p> <p><b>Response: 0</b></p>														
<p><b>3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years</b></p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>					2018-19	2017-18	2016-17	2015-16	2014-15	0	0	0	0	0
2018-19	2017-18	2016-17	2015-16	2014-15										
0	0	0	0	0										

<b>File Description</b>	<b>Document</b>
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

NAAC

## Criterion 4 - 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.**

**Response:**

#### Class rooms

There are total 38 rooms in the college out of which 29 are identified as class-rooms.

Floor	Class-rooms
Ground	02
First	02
Second	05
Third	05
Fourth	13
Seminar Halls	02
Total Rooms	29

#### Laboratories

1. English Language Lab
2. Psychology Lab
3. Computer Lab

#### Computing Equipments

Computing Equipments	Quantity
CCTV Cameras	15
Computers and Laptops	91
Notepads	06
LCD Projectors	06
Xerox Machines	02
DVD Players	01
Printers	09 (1 Colour Printer)
Fax Machine	01
Inter com System	01
Biometric Attendance System	04
Audio Systems	03
Bar Code Reader	01



Web - Camera

45

**Other Rooms**

Library - 01

Reading room – 01

Indoor sports room and other activity (NCC, NSS, IQAC) – 01

Board rooms – 02

Documents storage room - 01

**Brief Description of the Infrastructure: - There are two buildings in all on the campus.****Main Building - 5 floors.****Ground floor** has students support services - Boy' Toilet, drinking water facility, class room and store room

- Lift
- Canteen/Food -corner
- Pantry, Administrative office rooms.
- Board room.

**First Floors-**

- Computer lab, Principals Cabin and Board room.
- Drinking water facility and wash room also there.

**Second Floor-** Room no. 1 to 4 large rooms having capacity of more than 120 students.

- Ladies room.
- Store room with Xerox copy room.
- Library with reading room.

- Landing- Room no.19 is a classroom.
- IQSC and other extra-curricular activities room.

### **Third Floor-**

- Staff room
- Room no.9 is classroom
- Boy's toilet and Drinking water facility.

**Fourth Floor-** Room no.6 to 9 are large classrooms - 120 students, classroom no 10 to 17 capacity of 50 students

- Sports room and extra activity room.
- Changing toilets for girls/boys.
- Start-up and innovative center.
- Boy's toilet with Drinking water facility.
- Room no.18 is psychology lab.
- First –aid facilities are available in sports room.

**Fifth floor-** The college campus has WIFI and solar panels.

### **Building no. 2**

#### **Ground floor –**

- Gita Hall equipped with AC, Projector, Wi Fi System, Audio system and 150 sitting capacity with a stage..
- J A Auditorium has Stage, Curtails, Green Rooms, Projector, Wi Fi System, Audio system, 400 sitting capacity and AC.
- Audio Visual (AV) room has in house recording facility, a projector and Wi-Fi.
- it also has boy's / girl's toilet and drinking water facilities.
- Campus has CCTV camera facilities on all floors.
- The ground has parking facilities.

#### **Basement –**

Has Campus Director's room, Campus coordinator's room, Conference room and Store room.

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

##### Response:

##### ◦ Adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc.

- Indoor sports room – 01 (68.24 SQ.M. area)
- Sports competitions like high jump and long jump are held in the college ground.
- Indoor games like chess, Badminton and Table tennis are practiced.
- For yoga sports room, terrace, ground and lobby is used
- For Practice of Cricket, Kabaddi, Football, basketball, volley ball, kho-kho, and soft ball and other team games college ground is used students also go to the University Play Ground.

Alternated facility is provided to the students by the institution in collaboration with outer agencies

- For rifle shooting practice has been done in Rifle club.
- For swimming students go to Gujarat Vidhyapith.
- For wrestling, boxing and judo students go to Sports Complex Khokhara, Ahmedabad. For cross country they go to river front.
- For Weight lifting they relay of private gym facilities.

##### ◦ Adequate facilities for Cultural Activities

- The campus has in house club center and cultural academy, (Bhavan's club center) which promotes art and culture –music, drama,dance etc. Only center in Gujarat selected by INFOCIS Foundation for its outreach Cultural programs.
- For Cultural Activities the institution has two halls for Dramatic, Musical and Dance performances. The bigger one is an auditorium (Established in year 2014) with a capacity for 400 people. It has a big stage, act for professional performances.
- The smaller hall Gita Hall (Established in year 2012) is an air-conditioned, Blue Carpeted hall with acoustics. It has a capacity for 150 people.
- The annual function as well as the cultural events of the college are held on the college campus.
- The auditorium and the hall, the college compound as well as the class rooms are used for holding cultural events.
- There are 2 Audio Systems, also portable audio system so Debates, Group Discussion, Elocution, Extempore, etc. events can be held conveniently in any of the big class rooms or halls.

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

**LMS, etc. (Data for the latest completed academic year)****Response:** 4.35**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

Response: 1

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)****Response:** 8.34**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
2.51164	7.60496	2.46961	4.07056	1.68671

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:****It is fully automated.**

Name of ILMS software	Library Software (SOUL)

<b>Nature of automation (fully or fully Partially)</b>	
<b>Version</b>	2.0
<b>Year of Automation</b>	2012

Library is the soul of an institution; it is the central hub of our college. The library is well stocked with latest books including text- books as well as reference books, CD, research publications, magazines, journals and newspapers.

The library at our college is named “Smt. Padmamalti C. Bharoch and MehendraBaa K. Bharoch”, is on second floor of the building.

The library is divided into 2 parts. The stack area has total 11 racks - 14 large cupboard, 29 medium sized cupboards and 6 small size cupboards. While the reading area has a reading table, chairs, news paper racks, new arrival table, circulation area for issuing and returning books.

The literary is well- maintained by the Librarian. Various kinds of service is provided by the Librarian of the institution which includes issue-return facility, newspaper reading corner, magazine journal corner, OPAC center.

The library is well ventilated with LED lights, fans, CCTV, Notice-Board, Suggestion Box, manual entry-exit register for students and faculty, issue-return register, newspaper arrival register, accession register etc.

The library is Wi-Fi connected and has access to e-resources.

The library is operated by SOUL 2.0 version university intergraded software. It is a highly versatile and user friendly software and partially automation.

All staff members have been given membership of N-LIST –Infibnet.

Total books -

<b>SUBJECT</b>	<b>TOTAL BOOKS</b>
Account	700
Communication	236
Computer	220
Economics	1735
Education	51
English	3411
Agriculture	56
Finance	01
General knowledge	72
Gujarati	3104
Hindi	135
Income tax	33
Law	182

Library Science	28
Management	626
Maths	06
Persian	10
Philosophy	18
Physiology	03
Political Science	63
Psychology	475
Reference Books	769
Religious Books	50
Sanskrit	616
Sociology	553
Sports	01
Statistics	287
Taxation	53
Total	13494

#### List of journeys

- Indian Journal of Political Science
- Journal of Contemporary Thought
- Bhartiya Manyapard
- Bhavan's Journal
- Economic and Political Weekly
- The Indian Economic Journal etc.

#### List of Magazines

- Shri Ramkrishana Jyot
- Hiramani Jigyasa
- Mamta
- Olakh
- Careers 360
- Panchjanaya
- Hansh etc.

#### List of news papers

- Times of India
- Indian Express
- Gujarat Samachar
- Sandesh
- Divya Bhaskar

The list is revised and updated periodically. System and proceeding of the library are maintained by the

Liberian and library Committee that includes Principal and HOD of various departments.

#### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** A. Any 4 or more of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

**Response:** 0.03

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0.17398

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for

online access) during the last completed academic year

**Response:** 0.52

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

Response: 12

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

The college has a well developed system for providing IT facilities.

- Full campus is WI-FI connected and ICT is regularly used and updated in learning- teaching, office work and library.
- The college has its own ERP System.
- The process of admission is online and centralized conducted by Gujarat University.
- Separate Laptops have been given to each department with window XP that was updated to window 7 and recently updated to window 10
- Previously the campus has BSNL WI-FI connection, but at present it is updated with NAMOWI-FI.
- At present GTPL connection is provided for staff-members.
- Computer facilities have also been updated. Previously there were 54 Computers, but at present there are 91 computers. As per requirement, it is possible to link all the computers with WI-FI and facilitate internet access.
- Students have been given tablets as per the scheme of Gujarat Government. They also have access to NAMO WI-FI through tablet and in the library.
- Students can access internet through their mobiles, tablets or laptops in the campus.
- For students who play nation international sports or are occupied in other such activities online assignment /projects are conducted through email.
- The library is operated by SOUL 2.0 version university intergraded software. It is a highly versatile and user friendly software and partially automation.
- The entire campus is monitored by CCTV facility.
- Presently all class room can be connected with NAMO WIFI for teaching - learning purpose.
- The college website is also periodically and regularly updated by IQSC committee.
- College's Blog, FB account, Twitter Account are regularly updated.

File Description	Document
Upload any additional information	<a href="#">View Document</a>



**4.3.2 Student - Computer ratio (Data for the latest completed academic year)****Response:** 25:1

File Description	Document
Student – computer ratio	<a href="#">View Document</a>

**4.3.3 Bandwidth of internet connection in the Institution****Response:** B. 30 MBPS – 50 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

**4.4 Maintenance of Campus Infrastructure****4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)****Response:** 34.58**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
15.95	16.64	17.51	16.20	8.08

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

- The campus coordinator, Principal and concerned departments through established systems and procedures have been given the responsibility for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.
- System and proceedings have been put in place for maintain and utilizing the various facets such as physical, academic and support facilities.
- The coordinator has been entrusted with the maintenance of the physical and support facilities that is to say college building and campus which includes environmental assets as well. This is carried out in conjunction with the principal and heads of college/institution.
- Policy has been brought into effect for the same. The policy is revived periodically as and when required.
- Optimum utilization of class- rooms, computer lab, auditorium, Hall is ensured by allocating time-table for each department before commence of semester.
- Repairing and maintenance of computers, IT equipment etc. is done as and when required with the support of IT in charge.
- Housekeeping staff is appointed to maintain cleanliness and hygienic condition including of class room, hall, computer lab, office, library, corridors, toilets and parking space.
- Water tank cleaning services are also hired by the trust.
- Maintenance is outsourced and is based on minimum cost. The expenditure is shared between the college/institution as per the policy.
- Each floor is provided with dustbins.
- The waste management is executed by the garbage collection vehicle in collaboration with Municipal Corporation Ahmedabad.
- Institution ensures effective utilization and maintenance of literary through library committee.
- College PT director is responsible to take care of sports equipment, facilities and regular sports activities.
- The college also has a food-corner. The maintenance of which is outsourced by the trust.
- Maintaining of ground is ensured by the trust as per requirement.
- CCTV cameras are installed in the campus as well as corridor and class rooms to ensure security. Security guards are also appointed on campus and the service are maintained by the trust.
- Institution is provided internet facility through WIFI.
- Academic facilities of the college and its maintenance are governed by the directions given by the principal.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

**Response:** 34.65

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

2018-19	2017-18	2016-17	2015-16	2014-15
934	746	587	555	487

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

**Response:** 0.59

##### 5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
21	25	13	0	0

#### File Description

#### Document

Upload any additional information

[View Document](#)

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

[View Document](#)

**5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**Response:** 0

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

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

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** E. None of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

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

**Response:** 2.72

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

2018-19	2017-18	2016-17	2015-16	2014-15
33	13	7	0	0

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 11.39

#### 5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 55

File Description	Document
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/

**Civil Services/State government examinations, etc.)****Response:** 0**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years**

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

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

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

<b>File Description</b>	<b>Document</b>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>

**5.3 Student Participation and Activities****5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.****Response:** 17**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) year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
5	4	3	3	2

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

### **5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)**

#### **Response:**

The Student council is formed every year by the institution. The selection criterion is purely merit based. It is done on the basis of result of students. The toppers of each class together form the Student council. Topper from all divisions of B.com. Semester 4 is nominated as the General Secretary. Female topper from all classes of B.A. and B.Com. Semester 4 is nominated as the Ladies Representative. There is also a post of CGS. (Cultural General Secretary) The others are the CRs (Class Representatives) in the Students council. An active Student council serves as a link between the Principal and the students. Suggestions are welcomed from the Council about exam schedule, cultural fest and sports events. The Council joins the cultural committee of the teaching staff in organizing and conducting cultural and sports events in the college. It also gets involved in celebration of Teacher's Day in the college when most of the council members, along with other students, play the role of teachers, go to class rooms and teach the students. Members of the council are involved as volunteers in workshops, seminars and conferences organised by the institution. They are made to learn skills like management, organisation communication and presentation in such events. They get an exposure to several new things and learn from their experiences.

### **5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

#### **Response: 2**

#### **5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

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



File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</a>

## 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

#### Response:

The institution being one of the oldest and renowned in the city has alumni of great repute. The institution has always valued the alumni as important stakeholders. The Revenue Minister of the state Shri Pradeepsinh Jadeja, esteemed singer Smt. Hansha Dave, to site a few names from the long list, are ex-students of the college. The Alumni Association remains closely connected to the institution. Prof. Yogendra Shastri is a part of the IQAC.

Some past students are absorbed as employees on the campus. Ms. Blessey was an employee in the Cultural Academy run by the Bharatiya Vidya Bhavan, Ahmedabad Kendra. Dr. PavanPandit- Principal of J.G. collage of BBA- was the Director of the H.B. Institute of Management and Communication for about 7 years. Harnish Soni is a contractual employee in the administrative staff of the college.

Until 2018, the Alumni Association of the college was registered jointly with H.B. Institute of Management and Communication, a self financed institute run on the Campus by the Kendra. All programmes were held jointly. This year onwards the Alumni Association of the college is separated. The Executive Committee has been formed. Dr. Jignesh Patel, Principal of Narayanguru College, Ahmedabad is nominated as the President and Prof. Yogendra Shastri is the Secretary of the Association. The Association has more than 200 members.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** E. <1 Lakhs



<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>

NAAC

## Criterion 6 - 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

##### Response:

##### The Vision Statement:

(Bhavan's) Sheth R. A. College of Arts and Commerce will be a valued and vital community partner striving to enrich our expanding community and prepare our students to live and work in locally challenging and diverse and demanding global environment.

##### The Mission Statement

(Bhavan's) Sheth R. A. College of Arts and Commerce, a comprehensive community college is an accessible, affordable learner-centered institution dedicated to student success serving in the interior city area of Ahmedabad and beyond and will continually strive to impart quality education to enable its stakeholders to face the emerging challenges of the future.

##### Eminent Objectives:

1. Bharatiya Vidya Bhavan holds status of a Heritage Institution setup by the Parliament of India. The College maintains providing quality leading to rich ethical life, fruitful contribution to society by knowledge and handle challenges at local and global orbit maintaining cultural values.
2. To maintain teacher quality and transaction of knowledge proper schedules and plans are adopted to ensure regular academic, strategic and holistic activities of the campus.
3. Members of Management review all aspects and contribute to meet all requirements in most timely manner.
4. National values are upheld in rich local and global exposure to teachers and students.
5. The mission of the college is achieved at academic growth, sports, foreign students' admissions, students' startups and research activities. Today the endeavors have led to innovative Courses, international players, placements and internships, research documents which are accepted as policy documents by Ministry of Home Affairs.
6. Manifestation of Mission and Vision in the leadership of institute in ensuring:
  1. The policy statements and action plans: The management and Principal actively participate in series of meetings at University, State, UGC and International levels to ensure that efforts are aligned for attaining the mission of institute, imbibing all stake holders.
  2. The Principal lays down action plans in discussion with teaching and non-teaching staff members and students bodies before bringing to practical shape.
  3. Management takes active part in formulation of action plans which takes care of implementation with quality under the leadership of the Principal.

4. The Principal makes certain that stakeholders are involved in quality training and orientation for different activities.
5. The college has continual insistence of excellence: For the strengthening of cultural excellence the goals, values and ethics are shared with all stakeholders which includes necessary training and support to staff and students for their development, this stimulates healthy work culture.
6. Major changes in curriculum, inclusion of courses and programs, MOUs with outer institutions, strategies to support extracurricular activities, disaster management endeavors, infrastructure, staff engagement policies, financial layouts and mode of streamlining endowments and creating sensitivity towards green campus have led to actions adopted to attain its vision and mission.
7. Perspective Plan: The perspective plan for next five years of includes Incubation center, More Post Graduate courses, High-end sports Infrastructure in college campus, gateway to online payments, research center, Status of Autonomous College, More international collaborations and increased placement and internship drives.

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

##### **Response:**

The Principal of the institute has formed various committees within the teaching and non-teaching staff of the college. This bifurcates and allows all the staff members to contribute their expertise in the allotted committee. The committee members on completion of the allotted work the report to the Principal.

- Admission committee
- Exam committee
- Discipline committee
- Campus conservation cell
- College Women's Development committee
- Foreign Students Guidance committee
- Extra-curricular activities committee
- Research and Development committee
- Competitive exams cell
- Student Counseling Cell
- Job placement cell
- Alumni cell
- Student Excursion committee
- Grievance committee
- RTI and Legal committee
- Time-table and Curriculum committee
- Fund Raising committee

The Admission committee in the college is responsible to successfully complete the intake of new batch of

UG and PG students. The placement committee is further divided into communication with Industry and communication with the State government.

The exam committee is involved coordinating with staff, students and supervisors. The committee is responsible to conduct the exams in fair and secure environment. They draft the time-table, inform the students through SMS. The exam committee hands over the CD's of the exam papers to an appointed a printer who prints them according to the stipulated numbers given by the committee. The committee hands over the papers for correction to the faculty. The committee also takes decision regarding the announcement of marks and display on the notice board.

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

The college has successfully started and implemented SSIP (STUDENT START-UP AND INNOVATION POLICY). This activity based on the premise-**FOR THE STUDENTS** and **OF THE STUDENTS**.

#### Active Student Participation in Innovation and Entrepreneurial Activities during past Academic Year

- Two students selected for IIT Gandhinagar as student apprentice
- One student selected by Gujarat university for Indo-japan Exchange program for 2019
- 2 project/research work was converted into an innovative project
- 20 Students participated in conference/Symposiums/Workshops in Innovative and skill-based Entrepreneurship.
  
- 10 Students Startups/Alumni Startups coming out of the institute
  
- 15 students participated in Skill Development programs related to innovation and Entrepreneurship.

#### Facilities Available for Innovation Pre-incubation Support

- Research/Innovation/Incubation Centre Available.
- College has Geeta Hall having capacity of 200 students and J. A. Auditorium with capacity of 450 students. Both the auditoriums are fully air-conditioned.
- College has two Computer Labs with 60 computers with independent High-Speed Dedicated

Internet Facility.

- Fully automated Library and Reading Room facility is available in the college.
- Separate Floor in New Building has been dedicated for Startup and skill-based programs.

### **First and only Grant-in-aid College got recognition to run fourcareer oriented full time Diploma Courses for UG students**

1. Corporate Social Responsibility

2. E-Business

3. Digital Marketing

4. Vedic Foretelling system.

- College makes provision up to 9 lakh rupees to promote student oriented activities.
- In-house recording studio & Full Theatre Facilities developed in the college

### **Prospective Promotion Areas**

- Digital Commercial Activities
- Sports and Fitness
- Nursery and Domestic Products
- Disaster Management techniques
- Technical Editing and Publishing
- Films, Theatres, Advertising and Modeling
- International Projects and Internships

### **Major Noteworthy Efforts to promote Innovation and student Startups**

- Bhavan's with support of GUSEC has arranged awareness program for Startup.
- Interactive session was arranged with students by Start-up Coordinator.
- More than 60 Training and Skill based Workshops have been arranged annually by the college.
- Before GUSEC Initial grants are arranged to students for equipment's since 2013.

### **Three Year Action Plan to Support Student Innovation And Startups**

Sr.No.	Milestone	2018-19	2019-20	2020-21
1	Total Number of Students to be Outreached and Sensitized	2300	2300	2300

2	Total Number of Innovative Student Projects to be Supported	50	80	125
3	Total Number Innovations to be Supported at PoC Stage	30	50	80
4	Total Number of Patents to be Filed	5	5	5
5	Total Number of Student Start-ups to be Supported through interventions like:	72	78	85
	5.1 Incubation space & facilities	25	30	40
	5.2 Seed Funding	12	18	20
	5.3 Prototyping grant	10	10	10
	5.4 Faculty/ alumni/Expert/mentoring	25	20	15
6	Total Number of Workshops/Conferences/Seminars/Capacity Building Programs in SSIP Agenda (attach detail)	15	20	25

File Description	Document
strategic Plan and deployment documents on the website	<a href="#">View Document</a>

### 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.

#### Response:

#### ORGANOGRAM

The college of higher education situated in the UNESCO recognized heritage city of Ahmedabad. The institute of repute is a constituent part of the prestigious Bhartiya Vidya Bhavan, Mumbai established by the great visionary educationist Shri K.M Munshi in 1965. This heritage intuition was established with a specific objective of propagating India's valuable treasure of cultural heritage to the coming generations along with modern university education.

#### Governing Body:

The managing committee of Ahmedabad Kendra of Bhartiya Vidya Bhavan is formed by the learned and noble members of the city, leading families whose aristocratic, philanthropic and progressive outlook have always proved a boosting force for the development of the college. **Administrative setup:**

The college Campus coordinator is entrusted with the college co-ordination and maintenance of the campus. The college Principal Dr. Neerja A Gupta is spearheading the college administrative, educational

and extracurricular activities of the college since 2008, who regularly updates the college managing committee regarding the functioning of the college. There are face to face meetings as well as interaction through mail. The management also conducts regular meetings with teaching and non-teaching staff members. The principal holds monthly meetings with the staff members.

The Principal coordinates with the Heads of various departments who work in tandem with the departmental members. The heads of the departments are responsible for the time –table implementation, curricular distribution and work allotment of the department. The heads of the department report to the Principal of the college for further guidance and proper functioning of the academic work.

### **Functions of various bodies:**

The Principal of the institute has formed various committees within the teaching and non-teaching staff of the college. This bifurcates and allows all the staff members to contribute their expertise in the allotted committee.

### **Service Rules:**

The college is affiliated to Gujarat University Vide the sanction of UGC. Therefore, the terms and conditions of the University are mandatorily binding upon the college. The University rule regulates the college fees structures, syllabus, student intake, exam patterns, college based internal exams and University conducted external exams. The college abides by the Gujarat University recruitment rules applicable for the appointment of teaching and non-teaching staff. The institution grants promotion and increments according to the Rules of State Government. The college has also adopted re-employment of retired non-teaching staff. The college also employs office staff on contract basis. The college also employs research assistants for teaching and training.

### **Grievance redressal mechanism:**

The institute adopts an open-minded policy which allows the teaching and non-teaching members to voice their opinions and grievances. The Principal intervenes with the staff if there is any case of grievance. The management cooperates with staff to solve any professional complaints. The college management welcomes any suggestions and changes in the working atmosphere.

The institute has a policy for the teaching and non-teaching members to voice their opinions and grievances. The management too cooperates with staff to solve any professional complaints. The management considers suggestions and changes in the working atmosphere.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** B. 3 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

The management committee of the college as well as the Principal have ensured maximum welfare and well-being of the teaching and non-teaching staff. The management provided with financial support as well encouragement to the staff. The Principal of the college has implemented welfare policies like:

- Granting Duty leave for all employees for official purposes
- Granting maternity leave according to latest directives by the UGC
- Granting stipulated vacation as per the University rules
- Re-employment of the retired non-teaching staff
- Appreciation of the administrative staff in accordance to the expertise and experience
- Yearly Best Worker Award granted to the non-teaching staff
- Administrative staff is provided with facilities like- uniform, Washing allowance, Shoes and toiletries, Conveyance allowance for on-duty work

The college has a well-established Staff Credit Society. It was started for the benefit and welfare of the employees. The staff can avail of loans at a very short notice at lower interest rates. The credit society also takes term deposits from its members. The members get good interest rates on their FDR's. They are given



an annual bonus in the form of cash or kind.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

Response: 0

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

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

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

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

Response: 0

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

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

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

#### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).

**Response:** 17.37

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

2018-19	2017-18	2016-17	2015-16	2014-15
1	6	6	2	2

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

**Response:**

The college adopts a conducive appraisal policy for the staff members. It has an internal review committee which gauges the performance of the members. The institute also submits its appraisal reports to an external review committee. The external committee comprises of Professors from the University, Officers of the Higher Education Department, Managing Chairman and Members. In-case of the non-teaching staff, the college re-employs the retired staff. This decision is taken on the basis of their past performance and ability to handle the day-to-day work. The college follows the UGC guidelines to assess the Academic Performance Indicator (API) of the faculty. All the documents concerning the grade, promotion and service details are regularly sent to concerned authorities of the University, Higher Education Department for their perusal.

The internal quality assesement committee (IQAC) adopts a balanced view for the teaching and non-teaching for their promotion and pay grades.

IQAC has checked and approved the files of permanent staff of Professor Dr Mrinalini Thaker, Dr .Desdemona Patel, Dr. Naresh Modiya, Prof. Mahesh Kahar according to the UGC and State Government Rules and Regulation.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

The institution carries out internal and external financial audit under the guidance of the appointed auditor. The managing trustees of the college go through the financial statements of the college every three months. At the beginning of the year the finance and accounts department chart out a provisional budget and accounts. The regular fees generated from the students, fees from foreign students and donations from philanthropic alumni of the college builds the financial corpus of the college.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

#### Response: 12

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	6	0	1	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

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

**Response:**

The college believes in maximum utilization of funds on upgradation of college infrastructure, research activities, student welfare projects and so on. Funding for the college include those from donations, grants and fees. The institute primarily depends on funds from:

- Fees from foreign students
- Grants from Gujarat Government
- Donations from managing trustees
- Donations from individual donors

We believe that utilization of funds should be done under priority basis. Each proposed project or activity goes through a committee for financial viability. Only those that have the most potential and higher returns for the wellbeing of the student and the college prospects gets chosen. Fees collected from foreign students is used to support contractual and visiting faculty.

Funding is vital in ensuring the sustainability of certain huge projects such as the infrastructural development. The managing committee of the institute has generously donated in adding a new building in the campus. This has helped to address the issue of scarcity of ample space for better implementation of future ventures. This will help the college to launch new undergraduate, post- graduate and diploma courses for the students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

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

**Response:**

The IQAC actively looks into quality enhancement initiatives. One such initiative leading to one of the best practices is student support services. The IQAC suggested giving admission to girls excelling in sports and to promote, motivate and support them. Secondly on suggestion of IQAC, meetings with new students are held every year by NCC and NSS as well as cultural coordinators. Thus, students are identified as per their interests and aptitudes. The institution grooms these students. Today, the institution is proud of its players, especially girls of national and international levels. Elavenil V. has won gold medals in Rifle Shooting in Commonwealth Games and World Rifle Championship. She has also participated in Asian games and won Gold medal in world University Rifle Shooting. Deepshikha, a Lawn Tennis player, has won medals in

Inter University competitions at national level and is now selected for the World University Camp. In NCC every year at least, one student is selected for RDC. In cultural activities, students win prizes in the University Youth Festivals as well as other inter college events. Purva Joshi of B.A. sem 4 is selected for Indo –Japan Cultural Exchange Program representing Gujarat University at OtemnGakuin University at Osaka, Japan. Students also undertake startups and Innovation to which college supports in all manners. Sometimes students fall sick or some ishap prevents them to remain present at the college.

With a view to helping such students not letting them suffer in academic, the IQAC suggested a new mode of evaluation for internal exams of students who are participating in national or international events. Their exam is taken online i.e., they are given chance to take the exam from wherever they are through e-mail.

The second major initiative of IQAC is regarding infrastructure and physical facilities. On suggestions given by IQAC, the infrastructure expansion was granted by the College Management. The suggestions of IQAC were accepted in designing the building. A lift for faculty and students, large ICT enabled classrooms, Indoor Sports Room, toilet on the ground floor and each other floor to help the physically challenged students, special rooms for extension act services like sports, NCC and NSS, a separate reading room, new administrative offices, etc. are facilitated in the extended building.

Research oriented activities like seminars, conferences, workshops for staff and students, FDPs and In-house Publications are also designed and promoted by IQAC. The College journal is enlisted today in UGC list of Journals.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

**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 ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

1. With the implementation of CBCS, 30 % internal evaluation is done through an internal evaluation exam, based upon written, project based and assignment submission method in each semester. The IQAC suggested giving projects and assignments which are not stereotypical question-answers but using practical situations or unconventional modes, as a result, amazing variety is found in projects and assignments in all subjects. In Sociology for instance, projects necessitate field work which are

identified and given by the teachers. In English projects are sought in the form of PPTs, Charts, etc. In Business Communication, projects include interviews of bankers, insurance agents etc.

The IQAC proposed CCE (Continuous Comprehensive Evaluation) in written evaluation also instead of one written internal evaluation exam. The proposal has been accepted. From the next year onwards, there will be weekly tests instead of one evaluation exam. However projects and assignments are already in CCE mode.

2. Innovation in teaching methods is an initiative of IQAC. Until 2008, teaching was done mainly

through conventional methods. In the course of time, as per the needs and resources, some new methods along with conventional have been adopted by the teachers. The IQAC encouraged teachers to use ICT, try innovative methods of teaching. IQAC also suggested and facilitated some innovative approaches in teaching-learning process. For example, Youtube lectures, PPTs, Movies, Flip Classrooms, Inhouse recorded lectures placed on Youtube, showing BISAG CDs related to syllabus to the students, while teaching was a suggestion by IQAC. A set of all BISAG CDs available in University GranthNirman Board, on the suggestion of IQAC, the college has purchased a full set of BISAG cities, Today, almost all teachers use ICT in teaching. In literature papers, the prescribed tests are sometimes adapted on screen. Such films are shown to the students. Students are taken on field trips by teachers. Dr. Vinod Nayak took the students to Ganpatpura. Prof M T Kahar takes students of Psychology to visit of Cancer hospitals, to visit exhibition of World Suicide Prevention Day as part of teaching process. Students are at times, asked to make presentations.

A very innovative project was given in B A Semester 3 English Core classroom to present any one of the prescribed texts in a particular course (202) in a different literary form. Thus, *Mac Flecknoea* long poem was adapted to a drama by a student. As part of projects, sometimes the students are asked to handle sessions in seminars organized by the institution.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**Response:** A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>

NAAC



## Criterion 7 - 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 last five years.**

**Response:**

**Institution shows gender sensitivity in providing facilities such as:**

#### **1. Safety and Security :**

Safety and security of all the students, teachers, non-teaching staff and the visitors to the college always has been the first priority. To ensure a safe campus the college has embarked upon the following initiatives:

- A senior and experienced agency for security.
- Intercom facility to the gatekeeper at the college entrance.
- Fire Extinguisher on every floor.
- Entire campus is under CC TV surveillance 24X7.
- A Grievance Redressal Cell for female students
- Internal Complaint Cell to address issues on sexual harassment within the campus.
- All female students & Staff members connected to 181 Abhayan Women Helpline App.
- Maintenance of a FIRST-AID Box by the office
- Separate washrooms for the boys and girls students in every floor
- Distinct code of conduct for the students, teaching and non teaching staff.
- Anti-ragging Committee formed according to U.G.C. guidelines.
- Free Legal Aid for girls.
- Availability of sanitary pads.
- Installation of sanitary pad burning machines.

The Internal Complaints Committee has been constituted in the college under “**The sexual harassment of women at workplace (prevention, prohibition and redressal) act, 2013**” referred to as “**The Act. 2013**”. ICC meets on need basis to address any complaints from students, teaching and non-teaching members and takes necessary action. The College has a zero tolerance policy towards any such transgression. The college is committed to provide a safe and conducive work and academic environment to students and its employees and is extremely alert to matters pertaining to any kind of harassment and gender sensitivity.

The college has constituted the Women Development Cell. Patron is Jayshreeben Mehta and Chairperson is Dr Neerja Gupta. Co-ordinator is Dr. Mrinalini P. Thaker and all female staff members are in this committee.

#### **2. Counselling:**

Counselling cell is divided into two categories:



1. Co-ordinated of Student counseling centre- Prof. Mahesh Kahar.
2. Co-ordinated of Womens Counselling centre- Dr. Mrinalini P. Thaker

CWDC, started in 2003, monitors activities and training programmes related to safety and security of female students and staff. Experts are invited from the industry to conduct workshops and various sessions related to women safety like self-defence, cyber-crime, police training, etc.; lawyers invited to guide regarding basic Rights, property rights and women's Act. Institute gives priority to students counseling regarding various issues.

Faculty members are appointed as mentors to solve the issues related to academics and any problem being brought to the notice. Periodic evaluation of students is done by the mentors during their course of study and guidance is given with respect to career, placements and higher studies.

### 3. Common Room:

The girls' common room is on the 2nd Floor and is a place for girl students to study and relax. 35% of the total students are Female. It is well ventilated area has a large well-equipped sitting area with toilets, dressing room, sanitary and burning machine. The room is well maintained and clean. On the fourth floor a separate changing room in the sports room is also provided for girl students.

File Description	Document
Link for annual gender sensitization action plan	<a href="#">View Document</a>

#### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

**Response:** C. 2 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.3 Describe the facilities in the Institution for the management of the following types of

**degradable and non-degradable waste (within 500 words)**

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

**Response:**

Regular cleaning staff has been appointed by the Management. Cleaning of Campus, Buildings and Washroom is done on regular basis.

Waste Management steps including:

**Solid waste management:**

The solid wastes in the campus are disposed in a systematic way. On each floor a dustbin is provided and there are various dustbins on the Campus also. These Waste is collected by AMC on regular basis. The garden waste from the premises is used to prepare compost in Campus. The compost plant is located in college campus.

**Liquid waste management:**

Liquid waste from the points of generation like the canteen and toilet in the college is segregated and let out through common drainage facility to a waste water tank at the corner in the campus. This helps to maintain and improve ground water levels.

**E-waste management:**

Due to frequent advancement in the technology various electronic equipments/ products/gadgets tend to become obsolete and hence there is a need of E-waste management. We have adopted an alternative approach to reduce the volume of E-waste generation by adopting the following procedures.

- Buy back system which includes giving systems back to the company from where they are purchased.
- Donate old workable electronic equipment to for poor students.
- Reuse this equipment after slight modifications to the original functioning equipment.

File Description	Document
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

**7.1.4 Water conservation facilities available in the Institution:**

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

**Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.5 Green campus initiatives include:**

- 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**

**Response:** Any 4 or All of the above

<b>File Description</b>	<b>Document</b>
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

**7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:**

- 1. Green audit**
- 2. Energy audit**
- 3. Environment audit**
- 4. Clean and green campus recognitions / awards**
- 5. Beyond the campus environmental promotion activities**

**Response:** D.1 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Certification by the auditing agency	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. 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

**Response:** B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 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 500 words).

**Response:**

The institution is situated in the old city of Ahmedabad. With a majority of middle and lower middle class, students belonging to different socio economic groups, castes, religions, states, rather, countries (since there are foreign students studying in the college) take admission and study together. The college always tries to provide an inclusive environment of tolerance and harmony to all students. There is no discrimination of any kind with the students. All are given equal opportunities. Moreover, conscious efforts are made and as part of these efforts, some activities are also done by the college.

Every year, a 3 to 4 day long cultural and sports festivals are celebrated by the college. During the festival, there is no class room teaching yet all students come to the college to be a part of the festival. About 20 different competitions are held, specific Days like ‘Group Day’, ‘Traditional Day’ are celebrated. In Traditional Day, students come in their own traditional dresses. It is a pleasure for the teachers as well as students to cherish the regional varieties. In the Poetry Recitation competition, students read self-written poems on tolerance, call for equality, etc. One of these days garba – traditional dance of Gujarat – are played in the campus. Students of all religions, communities and states participate whole heartedly in this event.

As part of extension services, NSS organizes activities related to service to community, blood donation camps, awareness-rallies, etc through which students learn to be together and attain unity in diversity.

Going together for field trips, working in groups for projects creates an inclusive environment in the college.

Issues like tolerance towards linguistic, communal, regional, religious and socio economic harmony are considered by teachers in the regular classes during the teaching-learning process whenever possible, as part of curriculum directly or indirectly.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

#### **7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

##### **Response:**

As mentioned earlier, the institution creates inclusive environment for students, at the same time, it also sensitizes the employees as well as the students towards constitutional values and duties and aims at making them responsible citizens. Several activities are planned and held by the college for this purpose.

1. Celebration of all national festivals. On Independence Day and the Republic day flag hoisting is done in the college. The management, Principals of both the colleges, teaching and non –teaching staff of both the colleges and especially NCC students remain present.
2. A national seminar was held by the college in 2010 on human Rights of Women and Children. This also shows the concern on the part of the institution towards rights and duties of citizens.
3. In Anand Saptah, the annually celebrated cultural festival of the college, topics given for Elocution, Group Discussion, Essay writing and Painting competitions are also related to these matters. For instance, in 2019 Feb., Anand Parv, the topic for Essay writing was ‘India of my dreams’, for Painting was ‘Save girl Child’.
4. Plantation is done in the campus frequently.
5. All Government initiatives are followed by the college and as per directive received, activities are planned and undertaken. These include Swachchhata Abhiyan, Saksharta Abhiyan, Rallies are taken out. Students are taken to the nearby neighborhood.
6. ‘Save environment mission’ is carried out in the college. World environment day is celebrated by plantation in the campus.
7. International Women’s Day, Swami Vivekanand Jayanti, etc. are celebrated in the college.
8. An orientation programme for all girl students is held every year. Entire female staff including the principal, teaching and non-teaching faculty remains present. They address girls and try to make them aware of their rights and duties.
9. All girl students have been made to download 181 Abhayan Women Helpline App by the female police team of Shahpur police Station which was invited in the college to address the girl students.

10. The NCC and NSS units also actively look into these issues. NCC aims at making students self-disciplined fit and responsible citizens while NSS aims at imbibing the values of Service to community, service to country, thereby making students noble citizens of the country.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>

**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.**

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

**Response:** B. 3 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>

**7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

**Response:**

The institution is always on a mission towards integrity, harmony and unity. Students are motivated to come together breaking boundaries of religion and caste. In order to inculcate values, patriotism and global familyhood, the institution celebrates national and international Days and birth/death anniversaries of great personalities. Some fixed memorable Days which are celebrated are defined in the academic calendar of the institution. More than that, also, the institution commemorates many such other national and international Days. Some of these Days may not be celebrated on the defined date but are certainly commemorated by the college during the academic year. For instance, World Environment Day falls on 5 June. There are summer holidays in the college at that time. It is celebrated throughout the year as part of Go Green Campus. The following is a list along with a brief description of each of the Days celebrated in the college:

- 1.5 June: World Environment Day: Celebrated at later dates by awareness campaigns and plantation.
- 2.14 June: World Donor Day: Every year, Blood donation camp is organised on or around this Day in the college campus by the NSS unit of the college.
- 3.21 June: International Yoga Day: Celebrated every year since 2015 as per the directive of Government
- 4.11 July: World Population Day: Noted every year by power point presentations, visits,etc.
- 5.12 August: International Youth Day: Teachers inform about this day to students in class rooms and motivate them.
- 6.15 August: Independence Day:5 September: Teacher's Day: It is celebrated every year. Students assume the role of teachers and engage classes.
- 7.14 September: Hindi Diwas: Notice about the significance of national language , faculty attend programs related to it.
- 8.2 October: Gandhi Jayanti: holiday but cultural programme on that day
- 9.7 November: Cancer Awareness Day: NSS unit takes out rally, students visit cancer hospitals
- 10.30 November: National Flag Day: Celebrated especially by NCC students
- 11.1 December: World Aids Day: Awareness campaign through rallies, posters, etc.
- 12.30 December: K M Munshi's birth Anniversary: Guest lecture under Munshi Lecture series
- 13.9 January: Pravasi Bharatiya Diwas: conferences, seminars organised, Principal and faculty participate at other places also
- 14.12 January: Swami Vivekanand Jayanti: Celebrated every year by organizing elocution, essay competitions, etc.
- 15.26 January: Republic Day: Flag hoisting in the college
- 16.30 January: Shahid Diwas: Candle march and silence
- 17.4 Feb: World Cancer Day: Rally by NSS students, Visits to cancer hospitals
- 18.8 February: Death Anniversary of K M Munshi: Celebrated in collaboration with Gujarat Sahitya akadami
- 19.8 March: International Women's Day: Programmes by CWDC
- 20.27 March: World Drama Day: Drama performances by the Cultural Academy on the campus
- 21.14 April: Ambedkar Jayanti: Seminar in the college, faculty go to seminars o Ambedkar at Baba Saheb Ambedkar Open University,etc.
- 22.23April: World Book Day: Inspirational write ups by faculty members
- 23.23 April: English Language Day: Faculty and students attend celebrations in the city



File Description	Document
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

**Best Practice-1: Student startup and Innovation policy(SSIP)**

**1. Title of the practice :** Student startup and Innovation policy(SSIP)

**1. Objectives of the practice**

- To inspire the students to become entrepreneurs.
- Motivating the students to venture the small scale start-ups.
- Bhavan's with support of GUSEC has arranged awareness program for startup.
- Interactive session are arranged with students by Start-up Coordinator.
- More than 60 Training and skill based workshop has been arranged annually by the college.
- Before GUSEC initial grant are arranged to students for equipment's since 2013

**1. The Context**

- Our institution is an Arts and Commerce college. It is not an technological institution.
- This activity was first of its kind not only in the college but perhaps in the university.
- It becomes hard to explain the students concept of startup as they are from non-technical background.
- Students had to be explained the concept, Motivated and guided personally to prepare proposals.

**2. The practice**

In the context of Indian higher education, development of new and existing courses further becomes a



challenge with respect to curriculum updating to meet industry requirements. For start-ups program the teachers are to be continuously motivated for preparation of proposals and sending them for approval and the institution held the workshop to motivate our students for giving more and more participants and take benefit of this program. Many students had been made the proposal and submitted to GUSEC.

The main limitation was student coming from non-technical background.

### **1. Evidence of Success**

- Two students selected for IIT Gandhinagaras student apprentice
- One student selected by Gujarat University for Indo-Japan Exchange program for 2019.
- 2 project/research work was converted into an innovation.
- 20 students have participated in conference/symposiums/workshops in innovation and Entrepreneurship.
- 15 students participated in Skill Development programs related to innovation and Entrepreneurship.
- 10 students Start-ups coming out of the institution.
- This year the college is sanctioned an SSIP grant of Rs. 20 Lakhs per year for three years period for start-ups by students. This is the only Arts and Commerce college in the State of Gujarat which is given start up grant.
- Proposals invited from students
- A proposal is submitted for consideration in a competition for girls students by the GUSEC.

### **3. Problems Encountered and Resources Required**

The challenges/problems encountered are:

- Our institution is an Arts and Commerce college. It is not an technological institution.
- Since our college is Grant Aid college we have to depend on the grants. As limitation of the grants Equipment for some startup's are not available in the college.
- Students had to be explained the concept, Motivated and guided personally to prepare proposals.

### **Best Practice 2: MOU with National & International Institution of Repute**

**Title of the practice :** MOU with National & International Institution of Repute

#### **1. Objectives of the practice :**

- To improve and enhance Academia in the institution.
- To enable the students take advantage of the internationally reputed institutional alliances through which teaching learning process is carried out in the college.

- To give and exposure to students to different academic environment in other institution and universities.
- To give & exposure to culture of Japan ( Purvajoshi has been selected for the cultural exchange programe)

## 2. The Context

- Financial constrain for Indo-Japan student exchange program, the student has to bear the transport cost.
- To make payment for taking classes by the faculty from the institution.

## 3. The practice

- The MOU with IIT is perhaps only one of its kind in the university.
- To students, the number may even increase, To students of final year are selected by the panel at IIT for internship for a year. The internship is inclusive of stipendMsChetna Mehta is at present working.
- Gujarat university offers French and Persian in option of Sanskrit as compulsory subject at B.A. Sem 1 and 2. Ours is the only college in the university which of allows students to select French or Persianin option of Sanskrit. This is especially to cater the need of foreign students enrolled in the college. In order to ensure quality in education, the institution has done an MOU with Alliance Francaise : an internationally reputed institute.
- A faculty from Alliance Francaise takes regular classes in French and the students are benefited in multiple ways :
  - Learn French from qualified faculty.
  - Get a good score in examination.
  - Get a certificate from Alliance Francaise.

## Limitation/Constraints

- IIT conduct the selection process in May. By that time university exams are over it is difficult the track students in their vacation time.
- Financial constrain for Indo-Japan student exchange program, the student has to bear the transport cost.
- To make payment for taking classes by the faculty from the institution.

## 1.Evidence of Success

Many important linkages have been established by the college:

- IIT Gandhinagar for internship and placement
- Agreement for French Language Classes with Alliance Francaise
- Study Abroad Program department, Gujarat University
- MOU with Cape Breton university.
- MOU with Canada & Indonesian universities.

## 2. Problem Encountered and Resources Required

- The fees to be paid to Alliance Francaise , The Resources are generated from the fees of foreign students.
- For Cultural exchange to Japan the student is ready to bear a transport cost.

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

**Response:**

#### **DISTINCTIVE THRUST AREA OF THE COLLEGE- INTERNATIONALIZATION**

1. Sheth R. A. College of Arts and Commerce has carved a distinctive niche I making an international presence as an institution.
2. Bharatiya Vidya Bhavan is a heritage institution which has 127 centers throughout the world. Matching with the global tradition College has made all efforts to inculcate the environment by undertaking following measures:
  1. Admission to foreign students from undergraduate to Ph.D. programs
  2. The College has taken lead and conceptualized and started unique department, Study Abroad Program to promote India courses among NRIs and Foreign students. Dealing with Ministry of External Affairs in organizing Pravasi Bharatiya Divas and inviting foreign students to be admitted in Gujarat
  3. The SAP department is the nodal office to give admission to foreign students at Gujarat University.
  4. At present more than 400 foreign students from 27 countries are studying in Gujarat University
  5. College has about 18 foreign students at present studying from UG to Ph.D. programs

- 1.(GOPIO) Global Organization of People of India Origin is the largest apex body of NRIs in the world. The principal is the International Academic Chair of GOPIO International, NY, USA. She is also the Life member of Global Organisation of People of Indian Origin
- 2.The principal is the Member of Prestigious Inter-religious Dialogue Committee between Christianity and Hinduism establish by Rev. Pope at Vatican City. This has brought in inter-religious diversity in discourses in the campus.
- 3.College principal is invited by Governments of Canada, Indonesia, Nepal, Japan and Mauritius to study and establish MOUs in Higher Education.
- 4.First college in the country to get affiliation of Full Bright Scholar senior fellow Prof. Cynthia Packert from USEIF (2016-17)
- 5.The college publishes *Bharatiya Manyaprad*, International journal of Bharatiya Vidya Bhavan, Ahmedabad. It has international editorial team and is enlisted in UGC CARE list.
- 6.The faculties of college have attended several international conferences, organized international academic events and have visited more than 45 countries in all. Principal is also on Education Board of 13 International Universities
- 7.Principal was invited to deliver very prestigious lecture on April 8th, 2014 at ICES Auditorium, 2, Kynsey Terrace, Colombo, Sri Lanka.
- 8.College faculties have published books by renowned international publishers like Authored three books for Cambridge Scholar Publishing, U.K., Rutledge, MAPIN and Bhavans.
- 9.Faculties have studied in foreign universities like Patrick Lumbumba People's friendship University, Moscow, Russia
- 10.The College principal and faculties have delivered more than 50 Keynote, valedictory and Special invited lectures in most prestigious International Conferences and Seminars, all over the world.
- 11.The College students are selected for prestigious Indo=Japan Exchange programs for last two consecutive years.
- 12.The College student is world Ranking Number One player in 10 Mtrs. Rifle Shooting. This year she is also selected for forthcoming Olympics at Tokyo. The foreign students studying in the College are major source of revenue generations. Each year about 25 Lakhs INR are generated through admission to foreign students.
- 13.The College has pioneered courses in Diaspora and Migration Studies in Stared first in Gujarat University in 2006 and thereafter in Indian Universities. The program is started with SOAS London initially. It is still coordinated by College faculties at Gujarat University. At present there are 14 foreign students studying in M.A., M.Phil. and Ph. D. program.
- 14.Today it's the only College in entire country which is given sole responsibility under MOU with Ed.CIL and ICCR directly as advisor.
- 15.Propagated India Courses and Institutionalized 28 Courses at University level for NRIs and Foreign Students which include courses like Indian Philosophy, Gandhian Studies, Rangoli, Menhdi, Indian Mythology, Indian Film and Music etc.
- 16.First college to have 13 Expression of Interest with International Universities of Canada, Indonesia and USA.
- 17.First college to render community services under individual leadership in Sri Lanka Tsunami, Gujarat earthquake, Kashmir floods and Utrakhand flash flood disaster. Adopted 27 villages in single capacity for rehabilitation.
- 18.First in India to organize International conferences in India/ Asia with GloCALL and GOPIO.
- 19.First College to be appreciated for its skill development programs at college by UGC committee of Nepal.

20. First college to maintain its place in 50 prominent colleges for last seven years in the country as per *The Week* and *India today* survey.
21. First college to have ICSSR fellow.
22. Recently the government of Gujarat and Gujarat University has appointed the principal as nodal officer for its global campaign of Study in Gujarat. She represented Gujarat in Kuwait, UAE, Kenya, Uganda and Zimbabwe under this pursuit.

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## 5. CONCLUSION

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### Additional Information :

1. College hosts prestigious State and national Cultural fest and Competitions and creates its niche in the society.

2. The World ranking number 1 Rifle Shooting player is selected for Tokyo Olympics to represent India.

A number of college students have participated and won National Sports Championships

1. Dipshikha and Ishwari SEM III, M.A. Student won National level Lawn Tennis and won third place in the country.
2. Zala Hemal, Sem. III, B. A. Competed at University level Boxing Championship and shall participate at national level.
3. Pathan Jumilunnisa, Sem V, B.A. Interuniversity Cricket Tournament at Bhopal played as wicket keeper in women's team.
4. Tirthraj rana won national 10 mtrs. Rifle shooting Championship.

3. Organized two National Conferences sponsored by ICHR and ICPR New Delhi. 270 participants from all over the country, also attended by very renowned scholars.

1. Guest lecture: 18
2. Internationalization of institute by participating in Pravasi Bharatiya Divas at Varanasi as Academic Partner to MEA, Government of India.
3. Published one Conference proceeding on Re-reading Abhinavgupt

**1. College selected as only Arts and Commerce College in entire Gujarat State to receive Grants from GUSEC for Start ups and Innovation for students for Rs. 20 Lakh per year to encourage students' entrepreneurship**

1. About 9 students in first 30 toppers of Gujarat University in different programs
2. Overall increase in first class in all programs

**3. Started Four Diploma Courses started at College which are recognized by Gujarat University:**

- 1. Chain marketing**
- 2. CSR**
- 3. Vedic Foretelling**
- 4. E-Commerce**

4. Gujarat Sahitya Academy chooses Bhavans Campus to release books by authors of Indian Diaspora.

2. ICCR has given charge to our college to conduct special orientation program in English language for foreign students taking admission in Gujarat State.

The Principal is appointed as Chairperson of NIOS, Gujarat.

The college conducts high intellectual activity every year under MunshiVyakhyan Mala, inviting scholars from all over the country.

## **Concluding Remarks :**

Sheth R. A. College of Arts and Commerce has created a niche in the country and abroad. It has appeared time and again in National Academic surveys by prestigious magazines as leading college of India. The growth of the college has shown impressive landmarks. The college has marked presence in all spheres of academic, research and social platforms.

The college has established a number of models in SSIP, Sports, research activities, Innovative courses, placement drives, social drives, cultural activities and holistic development of faculty and students.

The college has invited unabated trust from its alumni and governing bodies.

Ever increasing courses and programs have been widely attended by the students.

The college has produced remarkable research documents in Ph.d. programs.

The faculty members are constantly participating in International and national programs, this bring better exposure to general atmosphere of the college.

The college doesn't cease to advance in academics and support and co-cultural activities,

Its publishing and research activities have set a standard into the country.

The College is also made coordinator for Study in Gujarat campaign by Gujarat Government and Gujarat University.

The increased college strength from year to year is proof of college atmosphere.

The Start up and innovation cell has begged Start Up College of the year award.

Three students got their com

1. Organized two National Conferences sponsored by ICHR and ICPR New Delhi. 270 participants from all over the country, also attended by very renowned scholars.
2. Guest lecture: 18
3. Internationalization of institute by participating in Pravasi Bharatiya Divas at Varanasi as Academic Partner to MEA, Government of India.
4. Published one Conference proceeding on Re-reading Abhinavgupt

panies registered under SSIP.

Increased number of MOUs and foreign students inject confidence that college is on the road of progress and is contributing to the society.

NAAC



## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.3	<p><b>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</b></p> <p><b>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>28</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	29	0	0	0	0	2018-19	2017-18	2016-17	2015-16	2014-15	28	0	0	0	0
2018-19	2017-18	2016-17	2015-16	2014-15																	
29	0	0	0	0																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
28	0	0	0	0																	
1.3.3	<p><b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year</b></p> <p><b>1.3.3.1. Number of students undertaking project work/field work / internships</b></p> <p>Answer before DVV Verification : 2293</p> <p>Answer after DVV Verification: 0</p> <p>Remark : observation accepted but its very difficult to calculate the number as the language is different and other documents are not relevant.</p>																				
1.4.1	<p><b><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></b></p> <p><b>1) Students</b></p> <p><b>2)Teachers</b></p> <p><b>3)Employers</b></p> <p><b>4)Alumni</b></p> <p>Answer before DVV Verification : A. All of the above</p> <p>Answer After DVV Verification: C. Any 2 of the above</p> <p>Remark : observation accepted, edited accordingly.</p>																				
1.4.2	<p><b>Feedback process of the Institution may be classified as follows:</b></p> <p><b>Options:</b></p>																				

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website

Answer After DVV Verification: C. Feedback collected and analysed

Remark : observation accepted, edited accordingly.

### 2.1.1 **Average Enrolment percentage (Average of last five years)**

#### 2.1.1.1. **Number of students admitted year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2293	1906	1751	1760	1720

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
945	828	678	708	657

#### 2.1.1.2. **Number of sanctioned seats year wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
2446	2250	2155	2199	2169

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
950	892	770	781	770

Remark : observation accepted, edited accordingly.

### 3.1.1 **Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

#### 3.1.1.1. **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
0	2120000	199920	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	21.20	1.99	0	0

Remark : Observation accepted, edited accordingly.

**3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years**

**3.3.1.1. How many Ph.Ds registered per eligible teacher within last five years**

Answer before DVV Verification : 27

Answer after DVV Verification: 36

**3.3.1.2. Number of teachers recognized as guides during the last five years**

Answer before DVV Verification : 5

**3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years**

**3.3.2.1. Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
20	6	8	6	10

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
8	3	3	4	4

**3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
14	14	3	4	5

Answer After DVV Verification :

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

3.4.3	<p><b>Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years ( including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)</b></p> <p>3.4.3.1. <b>Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 510 1046 645"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>60</td> <td>44</td> <td>28</td> <td>17</td> <td>25</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 723 1046 857"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>7</td> <td>6</td> <td>0</td> <td>1</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	60	44	28	17	25	2018-19	2017-18	2016-17	2015-16	2014-15	13	7	6	0	1
2018-19	2017-18	2016-17	2015-16	2014-15																	
60	44	28	17	25																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
13	7	6	0	1																	
3.4.4	<p><b>Average percentage of students participating in extension activities at 3.4.3. above during last five years</b></p> <p>3.4.4.1. <b>Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1176 1046 1310"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>2004</td> <td>1687</td> <td>886</td> <td>703</td> <td>547</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1388 1046 1523"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>791</td> <td>358</td> <td>268</td> <td>0</td> <td>33</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	2004	1687	886	703	547	2018-19	2017-18	2016-17	2015-16	2014-15	791	358	268	0	33
2018-19	2017-18	2016-17	2015-16	2014-15																	
2004	1687	886	703	547																	
2018-19	2017-18	2016-17	2015-16	2014-15																	
791	358	268	0	33																	
3.5.1	<p><b>Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year</b></p> <p>3.5.1.1. <b>Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1803 1046 1937"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>1</td> <td>1</td> <td>0</td> <td>3</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 2016 1046 2094"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	5	1	1	0	3	2018-19	2017-18	2016-17	2015-16	2014-15					
2018-19	2017-18	2016-17	2015-16	2014-15																	
5	1	1	0	3																	
2018-19	2017-18	2016-17	2015-16	2014-15																	

5	1	1	0	0
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3.5.2 **Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**

3.5.2.1. **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
3	1	1	0	3

Answer After DVV Verification :

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

4.1.3 **Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 12

Answer after DVV Verification: 1

Remark : observation accepted, edited accordingly.

4.1.4 **Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
251164	760496	246961	407056	168671

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
2.51164	7.60496	2.46961	4.07056	1.68671

Remark : observation accepted, edited accordingly.

4.2.3 **Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

**4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
26613	487264	504029	415423	17600

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0.17398

Remark : observation accepted, edited accordingly as the amount claimed by HEI is not reflected in the audited income and expenditure statement.

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4132176	4166240	4340986	4044697	1127493

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
15.95	16.64	17.51	16.20	8.08

Remark : Observation accepted, edited according to the document provided by HEI.

**5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years****5.1.2.1. Total number of students benefitted by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
21	25	13	22	19

Answer After DVV Verification :

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

21	25	13	0	0
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**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
525	310	115	380	0

Answer After DVV Verification :

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

Remark : Observation accepted, input edited as HEI has not provided document as per SOP.

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organisation wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: E. None of the above

Remark : observation accepted, edited accordingly. Provided documents are not relevant.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
98	39	21	0	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
33	13	7	0	0

Remark : observation accepted,as HEI ha provided 13 appointment letter out of 39, edited number by calculating approximate number.

**5.2.2 Average percentage of students progressing to higher education during the last five years**

**5.2.2.1. Number of outgoing student progression to higher education during last five years**

Answer before DVV Verification : 120

Answer after DVV Verification: 55

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

**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) year-wise during the last five years.**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
14	7	5	4	3

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
5	4	3	3	2

Remark : observation accepted, edited accordingly.

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
37	28	20	14	20

Answer After DVV Verification :

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

Remark : observation accepted, edited accordingly.

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



Answer before DVV Verification : A. ? 5 Lakhs  
 Answer After DVV Verification: E. <1 Lakhs  
 Remark : observation accepted, edited accordingly.

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Answer before DVV Verification : A. All of the above  
 Answer After DVV Verification: B. 3 of the above  
 Remark : observation accepted, edited accordingly.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
8	3	58	45	13

Answer After DVV Verification :

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

Remark : observation accepted, valid documents not provided by HEI as per SOP.

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4	1	7	6	2

Answer After DVV Verification :

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

0	0	0	0	0
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6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
1	6	7	3	2

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
1	6	6	2	2

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

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
500000	600000	0	100000	0

Answer After DVV Verification :

2018-19	2017-18	2016-17	2015-16	2014-15
5	6	0	1	0

Remark : Observation accepted, edited accordingly.

7.1.2 **The Institution has facilities for alternate sources of energy and energy conservation measures**

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Answer before DVV Verification : B. 3 of the above

	Answer After DVV Verification: C. 2 of the above
7.1.4	<p><b>Water conservation facilities available in the Institution:</b></p> <ol style="list-style-type: none"> <li>1. Rain water harvesting</li> <li>2. Borewell /Open well recharge</li> <li>3. Construction of tanks and bunds</li> <li>4. Waste water recycling</li> <li>5. Maintenance of water bodies and distribution system in the campus</li> </ol> <p>Answer before DVV Verification : A. Any 4 or all of the above          Answer After DVV Verification: C. 2 of the above          Remark : observation accepted, edited accordingly.</p>
7.1.6	<p><b>Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:</b></p> <ol style="list-style-type: none"> <li>1. Green audit</li> <li>2. Energy audit</li> <li>3. Environment audit</li> <li>4. Clean and green campus recognitions / awards</li> <li>5. Beyond the campus environmental promotion activities</li> </ol> <p>Answer before DVV Verification : A. Any 4 or all of the above          Answer After DVV Verification: D.1 of the above          Remark : observation accepted, edited accordingly.</p>
7.1.10	<p><b>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</b></p> <ol style="list-style-type: none"> <li>1. The Code of Conduct is displayed on the website</li> <li>2. There is a committee to monitor adherence to the Code of Conduct</li> <li>3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff</li> <li>4. Annual awareness programmes on Code of Conduct are organized</li> </ol> <p>Answer before DVV Verification : A. All of the above          Answer After DVV Verification: B. 3 of the above          Remark : observation accepted, edited accordingly.</p>

## 2.Extended Profile Deviations

ID	Extended Questions										
1.1	<p><b>Number of courses offered by the Institution across all programs during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> </tr> </thead> <tbody> <tr> <td>280</td> <td>256</td> <td>244</td> <td>244</td> <td>244</td> </tr> </tbody> </table>	2018-19	2017-18	2016-17	2015-16	2014-15	280	256	244	244	244
2018-19	2017-18	2016-17	2015-16	2014-15							
280	256	244	244	244							

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
280	256	244	244	244

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
330	230	483	265	257

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
483	334	242	242	273

3.1 **Total number of classrooms and seminar halls**

Answer before DVV Verification : 29

Answer after DVV Verification : 23

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

Answer before DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
4386877	4927935	4820428	4467075	2676292

Answer After DVV Verification:

2018-19	2017-18	2016-17	2015-16	2014-15
43.86877	49.27935	48.20428	44.67075	26.76292

3.3 **Number of Computers**

Answer before DVV Verification : 91

Answer after DVV Verification : 37