



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

## **GANDHINAGAR CHARITABLE TRUST SANCHALIT SAMARPAN ARTS AND COMMERCE COLLEGE**

GANDHINAGAR CHARITABLE TRUST SANCHALIT SAMARPAN ARTS AND  
COMMERCE COLLEGE, SAMARPAN EDUCATION AND RESEARCH CAMPUS,  
NR.KH-07 CIRCLE, SECTOR-28, GANDHINAGAR-382028 GUJARAT.

382028

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

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**October 2018**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Established in 1996 with a sole aim to serve young brains from all sections of the society, Gandhinagar Charitable Trust Sanchalit Samarpan Arts and Commerce College was started by offering 5 UG Degree Programmes in faculty of Arts and Commerce and later introduced a centre for IGNOU in 2006 at the rental premises in Sector-08, Gandhinagar. Functioning from the rental building did not affect the teaching-learning-evaluation and co-curricular or extra-curricular activities in the past two decades.

In June 2016, the college was shifted to its own new premises at Samarpan Education and Research Campus managed by the college trust itself in Sector-28, Gandhinagar; successfully maintaining similar number of enrolment.

Serving with an Upanishadic motto- "??? ?????????? ??????????"-"*Rute Gjananah Muktihi*"- this grant-in-aid co-education college has been approved by Gujarat State and runs with permanent affiliation to Gujarat University along with UGC 2(f) & 12B status.

SACC promotes literary activities with 18 year old Gujarati monthly *Shabdasar* (ISSN2249-2933) and campus journal *Udan*. Functioning with a motto of fostering liberal intelligentsia, the college has become instrumental in creating inter/multidisciplinary dialogue among academics, literati and students by organizing three national and sixteen state level seminars as well as workshops.

Both girls and boys have made SACC proud by securing 11 Medals in Boxing, Athletics, Taekwondo and Shooting at various National Championships.

The college has been N-Listed ; faculty and students are encouraged to use NDL portal as well.

The college works towards overall upliftment of society by engaging students in the neighbouring community through extension activities.

Though lagging behind in completing accreditation procedure, the college management and stakeholders have been striving hard to work in accordance with the standards of quality maintenance recommended by NAAC and every activity is geared towards achieving them.

### **Vision**

To shape a better future for mankind by producing integrity-driven individuals and socially responsible persons who benefit humanity/society in the long run.

### **Mission**

- To care for the educational needs of the students from various areas of the state.

- To emphasize all round development of the students by fostering creative activities to serve the local, regional and global needs of the society

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

### Institutional Strength

#### Strength:

- Experienced and qualified faculty
- Wi-fi enabled campus
- CBCS model implemented in all courses
- Educationally oriented and motivating management
- Continuous internal evaluation through unit tests and an additional improvement test in place.
- Effective communication through mobile app
- Catering to diversity of students out of which 65% hail from reserved categories
- Notable performance in Sports
- Active community/neighbourhood outreach

### Institutional Weakness

#### Weakness:

- Insufficient non-teaching staff due to state policy
- Limitations in industry based consultancy and placement
- Lack of renewable energy sources
- Inhospitable infrastructure for divyang students
- Inflexibility in the implementation of curriculum offered by Gujarat University to which college is affiliated.
- Lagging behind in national accreditation compared to other colleges of the state.
- Less number of female students due to two girl's colleges in the periphery of five kilometres

### Institutional Opportunity

#### Opportunities:

- Scope for introducing post-graduate programmes
- Possibility on improving infrastructure and also offer more facilities for sporting activities
- Scope for introducing vocational skill based courses
- To introduce more ICT based learning environment for students of Arts
- Scope for introducing value-added course and finishing school courses to nurture professional skills
- Promoting interactive research activities

## **Institutional Challenge**

### **Challenges:**

- Managing diversity of students while addressing multiple socio-cultural issues equally
- Promoting perception of gender equality and culture of neutrality
- Overcoming spoken language barrier as majority communicate in dialects only
- Sustaining number of female students
- Competing with neighbouring colleges in terms of gender diversity of students
- Training digitally native generation with techno-ethics and nurturing humanitarian value systems

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The college is affiliated to Gujarat University and is bound to follow the curriculum designed by different Board of Studies. However, the college makes sure that curriculum delivery stays aligned to the stated Vision and Mission of the college. Having received the University academic calendar, the college Academic Planning Committee prepares an Academic calendar incorporating various curricular, co-curricular and extra-curricular activities. The students and faculty members are informed about the same. Time tables of Arts and Commerce faculties are prepared covering all the subjects – Core, Elective, Foundation and Soft Skills. The number of lectures depending upon the credit points are arranged in every subject. The strategy of completing the syllabus includes lectures, discussion, unit tests and assignments. Library Orientation Programme is organized at the commencement of the term for newly admitted students to acquaint them with textbooks, reference books, encyclopaedia, journals and magazines.

In order to inculcate democratic ideals and values among students, a number of courses addressing cross-cutting issues such as Gandhian Studies, Gender Studies, Fundamental Rights and Duties as enshrined in the Indian Constitution, Learning from World Leaders, Environment Studies, Sports and Practice etc. are offered. Syllabus oriented lectures are organized by each department under the auspices of Student Development Programme (SDP) in which invited resource persons deliver talks on topics prescribed in the syllabus of different subjects. Students and teachers from other colleges also participate in this programme.

Feedback is collected from students on curriculum and curriculum delivery. Feedback committee along with IQAC analyse responses gathered and apprise the Principal and suggest measures to implement curriculum delivery effectively.

### **Teaching-learning and Evaluation**

Teaching, learning and evaluation constitute core functions of any educational institute. At Samarpan College, every effort is made to enrich the process of creation and transfer of knowledge. The college firmly believes that each learner is unique and doesn't come with '*tabula rasa*' and has to be engaged in a meaningful dialogue to bring out potential inherent in her/him. Teachers use different innovative methodology to make the process of teaching- learning more interactive. Students are involved in group discussion and classroom presentations.

Based on classroom interaction and internal evaluation, teachers identify students who need further assistance. Remedial classes are held for such students and study material is also made available to them. Advanced learners are also encouraged to perform better. They are asked to explore online resources and make optimum use of e-libraries such as N-LIST and NDL. Teachers impart lessons through PPTs and Chalk and Talk method. Google classrooms have been prepared in certain subjects. All the departments circulate educational videos and texts through class wise Whatsapp groups.

The college follows CBCS in all courses. It has adopted Unit Test Examination system to boost Continuous Internal Evaluation in which the students are evaluated at regular interval throughout the semester. Unit Tests are held every fortnight in a semester and it is mandatory for every student to take the examination. Four Unit Tests are held in each subject throughout the semester of one hour each. Out of 30 marks granted by the college for internal evaluation, 15 marks are allocated on the basis of a student's performance in the Unit Test; 10 marks are given for Assignments and 05 marks are given on the basis of classroom attendance of a student. 75 % classroom presence is mandatory for each student as per Gujarat University norms. Students write their assignments after the completion of a Unit and submit it to teachers who assess it and return the same to the students with comments marked in it. So, the students get regular feedback from their teachers throughout the semester which help them out in preparing for their University examinations.

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

The college has taken steps to promote academic research culture among students and faculty members which involves a harmonious blend of teaching and research. Teachers are encouraged to take up research projects and participate in national and International seminars, conferences, workshops and FDPs.

The UGC has approved Minor Research Projects of two teachers with the research grant of 3, 45, 000 /-Rs. Gujarat University has granted recognition to two teachers as Ph.d supervisors. Two research scholars have obtained their doctoral degree under the supervision of Dr. Rucha Brahmhatt, Head, Dept. of English. At present, five research scholars are pursuing Ph.d under her. She has been serving on the Doctorate Committee of School of Liberal Studies, Pandit Dindayal Petroleum University, Gandhinagar. Dr. Dipak Pandya, Head of the Institute and Dept. of Gujarati has been supervising four Ph.d research scholars.

A research club – SACCAR – has been set up in the college in which faculty members share insights from their areas of specialization. Teachers are granted duty leaves to take part in seminars, conferences, workshops and FDPs. Teachers who are pursuing Ph.d are granted leaves to attend coursework. Teachers with Ph.d and significant publications were felicitated by the college management this year. Students and faculty members are encouraged to get their papers published in a literary monthly *Shabdasar* brought out by the college for the last eighteen years and recently introduced in-house magazine *Udaan*. Students from other neighbouring colleges attended Student Development Programme with research papers of their own.

Extension activities are undertaken with a dual aim of making the students responsible citizens and bringing about positive change in the neighbourhood communities. The college adopts a village every year and the students and teachers along with alumni carry out activities like cleanliness drive, de-addiction camps, health check-up camps etc.

### **Infrastructure and Learning Resources**

The college had been functioning from rented premises since its foundation. It got shifted to the new campus in June 2016. The college has 16 clean, spacious and airy classrooms with required infrastructure including two smart classes. Teachers regularly make use of smart classrooms which are equipped with projectors, white boards and green boards. The Seminar Hall is equipped with audio system, DVD player, lectern, projector and cordless mikes, having a seating capacity of 180 people. The hall is furnished with tables and chairs along with a green board that could be utilized for writing purposes. The entire campus of the college is covered with wi-fi connectivity provided by Reliance Jio. CCTV have been installed in the campus to avert any untoward incident.

The Digital Education and Learning Lab (DELL) is equipped with 36 computers with LAN connection. The college has a well-stocked library which is automated with *Librarika* cloud based software. A help centre is also set up beside the Administrative office to address the queries of students and guide them in filling forms.

The college has developed a sports ground on its premises with a mud track for athletic games. A Ladies' Room has also been set up on the first floor with necessary amenities. A canteen is situated on the ground floor of the college which provides hygienic food. Washrooms have been constructed on each floor and are maintained well.

### **Student Support and Progression**

The college ensures to make provisions for providing required support to all the learners. A person has been appointed by the management to help students in availing scholarships under various schemes of the state govt. Fee waiver is available for students with extraordinary performance.

Students' Representative Council (SRC) is a strong and active facet of the college. SRC is formed every year at the commencement of the academic year.

Placement Cell helps in providing placement opportunities by organizing Campus Placement drive and by ensuring participation of students in job fairs. Career Counselling and guidance for competitive exams are offered frequently. Teachers assist visually impaired students by recording study material and making it available to them. Scribes are also arranged for such students by the college.

Students are encouraged to participate and volunteer in extracurricular activities. The college regularly hosts inter-college/ inter-class Sports and Cultural events and encourages students by distributing prizes and certificates.

Grievance Redressal Cell functions to deal with complaints filed by students. Girl students are also nominated on the Collegiate Women's Development Cell (CWDC), as mandated by the Vishakha Guidelines, 1997 by the Supreme Court and on the Internal Complaints Committee (ICC) as per the UGC Regulations, 2015. Department of Psychology provides counselling to redress personal/individual issues.

The college has set up an Alumni Association of Samarpan (AAS) with the stated objective of involving the past students and taking their feedback in the continuous attempts at betterment of overall quality.

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

The college is state aided and affiliated to Gujarat University. The governance is overseen by the college

management under the auspices of Gandhinagar Charitable Trust.

The Management of the college works in close collaboration with the Principal to regulate and maintain harmonious and scholastic environment. The Principal as the Head of the Institution along with the members of Teaching, Non-Teaching staff and SRC implement the decisions and policies of the management.

IQAC, formally made functional in 2016, take the responsibility of heading all the administrative and academic activities of the departments and based on suggestions and feedbacks from stakeholders plan and implement curricular, co-curricular and extra-curricular activities under supervision and guidance of various committees. Internal and External Audits are carried out regularly.

In order to reinforce the research culture, the IQAC established a Research Club with an acronym (SACCAR) in which lectures on various topics are arranged regularly for learners. UGC sanctioned grants for Minor Research Project proposed by two teachers. Teachers are encouraged to participate in FDPs, Seminars, Conferences and motivated towards research.

Academic and Administrative Audit (AAA) as well as participation in NIRF have been ensured for continuous and meticulous monitoring.

Information and instructions are regularly updated on college website -[www.samarpancollege.org](http://www.samarpancollege.org) -for the convenience of students. The college has also developed a mobile application - Samarpan College - available on Google Playstore. The vision and mission of the college are stated clearly and every effort is made towards achieving them.

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

Gender sensitization along with safety and security of students on campus is the prime focus. The entire building is kept under CCTV surveillance. 24 hr security and a fulltime caretaker for girls ensure protected environment. Issues/complaints have been addressed by Grievance -Redressal Committee, Internal Complaint Committee of CWDC and Anti-Ragging Committee. Personal counselling has been offered by Department of Psychology.

As part of Green initiative, students are encouraged to keep the campus and neighbourhood plastic-free under **Shun-Plastic** drive. Eco-club involves all stakeholders in tree-plantation and in sustaining green campus by recycling as well as by handling correct disposal of the waste.

The NSS unit displays social responsibility by carrying out multiple activities like medical check-up camps, awareness programmes about de-addiction and cleanliness drives in the adopted and neighbourhood villages.

Active participation and involvement of students in extension activities is one of the best practices carried out by the college. Under **Reaching out to Neighbourhood Schools**, students are motivated towards teaching primary school children of the nearby govt. schools. Students from marginalized sections of society are offered **Multi-Skill Training** under State Govt Schemes involving multiple agencies.

The distinctive feature of college is promoting the culture of sports for the well-rounded growth and development of students. As a result, in past five years, 11 students have proved and demonstrated extraordinary performance at the National Level.

NAAC



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GANDHINAGAR CHARITABLE TRUST SANCHALIT SAMARPAN ARTS AND COMMERCE COLLEGE
Address	Gandhinagar Charitable Trust Sanchalit Samarpan Arts and Commerce College, Samarpan Education and Research Campus, Nr.Kh-07 Circle, Sector-28, Gandhinagar-382028 Gujarat.
City	Gandhinagar
State	Gujarat
Pin	382028
Website	<a href="http://www.samarpancollege.org">www.samarpancollege.org</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Dipak M. Pandya	091-7436069996	9427026979	-	samarpannaac@gmail.com
Associate Professor	Rucha A. Brahmhatt	-	9898162467	-	rabrahmhatt@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

<b>Establishment Details</b>				
Date of establishment of the college		15-06-1996		
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Gujarat	Gujarat University	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC	27-11-2007	<a href="#">View Document</a>		
12B of UGC	13-02-2009	<a href="#">View Document</a>		
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

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

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<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	Gandhinagar Charitable Trust Sanchalit Samarpan Arts and Commerce College, Samarpan Education and Research Campus, Nr.Kh-07 Circle, Sector-28, Gandhinagar-382028 Gujarat.	Urban	7.9597	2581.82

## 2.2 ACADEMIC INFORMATION

<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	120	114
UG	BA,Gujarati	36	HSC	Gujarati	120	120
UG	BA,Economics	36	HSC	Gujarati	120	120
UG	BA,Sanskrit	36	HSC	Gujarati	120	120
UG	BCom,Commerce	36	HSC	Gujarati	150	150

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

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				7				10			
Recruited	0	0	0	0	4	3	0	7	4	3	0	7
Yet to Recruit	0				0				3			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

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

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

#### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	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	3	3	0	0	1	0	7
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	3	1	0	4

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	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	0	1	0	1
PG	0	0	0	0	0	0	1	3	0	4

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	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	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	0	0	0	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		UG	Male	1337	0	0
	Female	228	0	0	0	228
	Others	0	0	0	0	0

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

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	130	126	116	114
	Female	27	40	42	34
	Others	0	0	0	0
ST	Male	180	117	94	83
	Female	38	32	30	17
	Others	0	0	0	0
OBC	Male	725	764	815	670
	Female	80	106	93	63
	Others	0	0	0	0
General	Male	498	445	367	452
	Female	71	91	108	109
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1749	1721	1665	1542

### 3. Extended Profile

#### 3.1 Program

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

Response: 172

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
05	05	05	05	05

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1542	1665	1721	1749	1647

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
755	817	843	856	807

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
406	410	423	394	373



File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
15	16	16	15	12

  

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
17	17	17	17	17

  

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 17**

#### Number of computers

**Response: 36**

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

2017-18	2016-17	2015-16	2014-15	2013-14
24.55	52.67	356.73	137.26	12.06

## 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:

The college, being affiliated to Gujarat University, strictly adheres to the curriculum designed by various Boards of Studies of the university. In order to operationalize the given curriculum, the college prepares an academic calendar in the beginning of the year which is in accordance with the academic calendar declared by the university. The IQAC along with Academic Planning Committee chalks out an action plan. The academic calendar, comprising of various activities to be undertaken throughout the year is made and the students, faculty members and other stake holders are informed about the same. Time tables of Arts and Commerce faculties are prepared covering all the subjects – Core, Elective, Foundation and Soft Skills. The number of lectures depending upon the credit points are arranged in every subject. The strategy of completing the syllabus includes lectures, discussion, unit tests and assignments.

A meeting of all the Heads of the Departments is convened by the principal for the effective implementation of the curriculum. If the syllabus of any subject has been revised, the teachers concerned are informed. All the teachers are advised to look up the university website to keep themselves abreast of latest developments in the curriculum of their subjects. The Principal, along with the Library Committee, makes sure that textbooks prescribed in various subjects are available in the college library in the beginning of the academic year.

An Induction programme for the newly admitted students is organized by the college at the start of the new academic year in which the students are informed about the functioning of the college, resources available to them and expectations from them in realizing the stated objectives of the institution. The vision and mission of the institution are displayed in the college premises in such a way that the students read them properly and realize their responsibilities in fulfilling the goals of the institution. The meetings of the Principal of the college with faculty members are held periodically with the sole intention of improving teaching-learning process and soliciting suggestions. Teachers are encouraged to attend Faculty Development Programmes to augment their teaching-learning skills aimed at effective curriculum delivery. The college also organizes in-house FDPs to train teachers in imparting classroom lessons through ICT effectively. The Principal of the college regularly shares feedback of students and faculty members with the Management of the institute for ways and means to enrich curriculum delivery process and the Management provides all support for the same.

Syllabus oriented guest lectures are organized by various departments so that students can explore the topic at hand in depth. Student Development Programmes (*Vidyarthi Sajjata Shibir*) are also organized by the college in which students from other colleges and their teachers are also invited. The students learn the topics prescribed in their syllabus from invited eminent professors.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of the certificate/Diploma programs	<a href="#">View Document</a>

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

**Response:** 6.76

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of participation of teachers in various bodies	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 0

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

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>

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

**Response:** 100

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

Response: 5

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

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

**Response:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

### 1.3 Curriculum Enrichment

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

**Response:**

A course on Environment Studies is offered to all the students of Semester II Arts and Commerce faculties as part of Foundation subject. They are taught about climate change, adverse effects of deforestation, biological diversity, need for conservation of water sources etc.

The institute offers courses on Gandhian Philosophy and Gender Studies to the students of Semester V and VI Arts faculty as part of Foundation subject. Gandhian ideals of purity of means, dignity of labour, non-violence etc. are imparted to the students. Similarly, conventional perceptions about sex roles are sought to be moulded by offering a clear vision of gender identity through this paper on Gender Studies. Dr. Rucha Brahmhatt, Head, Dept. of English herself is associated with a number of organizations engaged in women's emancipation. i.e. She is on the Executive Committee of Women's International League of Peace and Freedom. She keeps the students and faculty members updated with the recent developments in the field of Gender Studies.

**The list of core courses:**

The following programme options are available at our college.

**1. Faculty of Arts:**

Studies offered as:

Core Compulsory Subjects: Gujarati, English, Sanskrit, Economics.

Elective subjects: Gujarati, Sanskrit, Sociology and Psychology.

Subject Elective : Sociology and Economics

**2. Faculty of Commerce:**

Core Compulsory Subjects: Business Economics, Human Resource Management, Accountancy, Business Communication, Taxation, General English

Core Elective Subjects: Financial Accounting, Statistics, Marketing,

Subject Elective: Accounting, Auditing and Secretarial Practice

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

**Response: 20**

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

**Response: 20**

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

<b>1.3.3 Percentage of students undertaking field projects / internships</b>	
<b>Response: 0</b>	
1.3.3.1 Number of students undertaking field projects or internships	
<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

<p><b>1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise</b></p> <p><b>A. Any 4 of the above</b></p> <p><b>B. Any 3 of the above</b></p> <p><b>C. Any 2 of the above</b></p> <p><b>D. Any 1 of the above</b></p> <p><b>Response: B. Any 3 of the above</b></p>	
<p><b>1.4.2 Feedback processes of the institution may be classified as follows:</b></p> <p><b>A. Feedback collected, analysed and action taken and feedback available on website</b></p> <p><b>B. Feedback collected, analysed and action has been taken</b></p> <p><b>C. Feedback collected and analysed</b></p> <p><b>D. Feedback collected</b></p> <p><b>Response: A. Feedback collected, analysed and action taken and feedback available on website</b></p>	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

<b>2.1.1 Average percentage of students from other States and Countries during the last five years</b>				
<b>Response:</b> 0				
2.1.1.1 Number of students from other states and countries year-wise during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0
<b>File Description</b>		<b>Document</b>		
List of students (other states and countries)		<a href="#">View Document</a>		
Institutional data in prescribed format		<a href="#">View Document</a>		
<b>2.1.2 Average Enrollment percentage (Average of last five years)</b>				
<b>Response:</b> 115.84				
2.1.2.1 Number of students admitted year-wise during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
620	708	752	780	789
2.1.2.2 Number of sanctioned seats year-wise during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
630	630	630	630	630
<b>File Description</b>		<b>Document</b>		
Institutional data in prescribed format		<a href="#">View Document</a>		
<b>2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</b>				

**Response:** 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
755	817	843	856	807

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

## 2.2 Catering to Student Diversity

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

**Response:**

In the beginning of the academic year, the institution organises an Induction Programme to greet and orient the freshers. Advanced and slow learners are identified from the merit list and classroom interactions of the faculties with the students. The system of mentoring and personal guidance is established for the clever students to draw out the best within them. Weak and differently-abled students are taken congenial care of by offering required facilities. Special consideration is given to the financially weak and down-trodden students through fee concessions/scholarships, providing concession to the text books to all on nominal depreciation charges under the Book-Bank Scheme. It is always taken care of that the institutionalization of every activity should be to foster an inclusive ambience.

A detailed Result Summary is prepared by the college authorities at the end of every Semester. Each Head of the Department collects and analyses the data regarding the performance of the students of his/her subject in the examination. The Head, along with other faculty members of the department plan a strategy to deal with the slow learners, economically weaker students, disadvantaged sections of society and physically challenged students. The attendance of the students in the class is made compulsory and record is maintained in the present sheet. The meetings are conducted by the teachers to understand the problems being faced by the students and proper guidance is imparted to them regarding progression to higher education programmes, career options and prospects in competitive examinations.

**2.2.2 Student - Full time teacher ratio**

**Response:** 102.8

**2.2.3 Percentage of differently abled students (Divyangjan) on rolls**

**Response:** 0.32



2.2.3.1 Number of differently abled students on rolls	
Response: 05	
File Description	Document
List of students(differently abled)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any other document submitted by the Institution to a Government agency giving this information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

<p><b>2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</b></p> <p><b>Response:</b></p> <p>In order to enrich the teaching-learning process, the institute encourages various innovative methodologies. Students are trained to explore online resources and make optimum use of it. E – resources are made available to them. Movies based on literary works prescribed in the syllabus are screened and students brainstorm over efficacy of its rendition. Eminent academicians are invited regularly to share their insights into their area of specialization. Syllabus oriented lecture series is organized in which students and faculty members from other colleges also take part. The students get the opportunity to interact with their peers and expand their knowledge base by communicating with noted academicians. Each department brings out a wall paper entirely conceptualized and prepared by the students. The faculty members help them out whenever required and monitor their work. Educational tours are organized to orient the students and inculcate values among them. In this technology driven society, students are found to be struggling in articulating themselves properly. To cultivate the habit of academic writing, the students are given assignments to be written at length in depth. Group discussions are held regularly in the class and students of commerce faculty work upon case studies of diferent companies to broaden their understanding.</p>
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<p><b>2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.</b></p> <p><b>Response: 93.33</b></p>
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2.3.2.1 Number of teachers using ICT	
Response: 14	
File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

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

**Response:** 0

#### 2.3.3.1 Number of mentors

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

With a view to making the process of teaching-learning more relevant and fruitful, teachers employ a number of different methods. Students are asked to log onto Google Classroom created by the teachers to disseminate ideas and reference matter. Students can avail of the resources and seek help from the teachers through this medium anywhere, anytime. Emphasis is also given on using flipped classroom method to enrich teaching-learning process. The students become an active agent in this process of knowledge creation and it also makes the classroom more interactive. Classroom Whatsapp groups are prepared department wise and educational videos and texts are sent to students. Queries regarding syllabus are attended to by the teachers on this forum. The first year students have been benefitted with the state government scheme of giving tablets to the students at a subsidized rate of 1000 /- Rs. Most of the students have received the tablets containing educational material. Students come to the class with these tablets with them. Teachers guide them about online resources and official free e-books sites like Project Gutenberg, Google Books, Bookboon etc.

## 2.4 Teacher Profile and Quality

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

**Response:** 87.06

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

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

**Response:** 38.58

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

2017-18	2016-17	2015-16	2014-15	2013-14
08	08	05	05	03

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

**2.4.3 Teaching experience per full time teacher in number of years**  
**Response: 20.8**

2.4.3.1 Total experience of full-time teachers  
 Response: 312

**2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**  
**Response: 0**

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years**  
**Response: 0**

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

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

#### Response:

The examination system has undergone a complete change with the introduction of Semester system since 2011. The University has chalked out a detailed plan regarding the evaluation system which includes the system of internal and external marks in U.G. programme. Moreover CBCS system has been adopted which has resulted in the credit point system which has been implemented by all the colleges.

Since the college is affiliated to the Gujarat University, it is bound to follow all the policies that are declared by the University. Ever since the introduction of CBCS, the college used to conduct a Semester-End internal examination and the students submitted assignments at the end of the semester as per Gujarat University guidelines. But from the current academic year, the college has adopted Unit Test Examination system to boost Continuous Internal Evaluation in which the students are evaluated at regular interval throughout the semester. Unit Tests are held every fortnight in a semester and it is mandatory for every student to take the examination. Four Unit Tests are held in each subject throughout the semester of one hour each. Out of 30 marks granted by the college for internal evaluation, 15 marks are allocated on the basis of a student's performance in the Unit Test; 10 marks are given for Assignments and 05 marks are given on the basis of classroom attendance of a student. 75 % classroom presence is mandatory for each student as per Gujarat University norms. Students with less than required attendance are supposed to take the Improvement Test at the end of the semester. The students who have appeared in the Unit Test and are not satisfied with their performance can also opt for the Improvement Test and their highest score from either of the examinations is counted for the Internal marks.

Students are supposed to submit their assignments after the completion of a Unit in their respective subject syllabi. All the subjects have Four Units each in their syllabi. The dates are announced well in advance to deposit their assignment books. Teachers assess the assignment and return the same to the students with comments marked in it. So, the students write their assignments and get regular feedback from their teachers throughout the semester which help them out in preparing for their University examinations.

The students are informed about the system of evaluation process in the beginning of the academic year. The teachers of the respective faculties apprise the students of the marking scheme of the examination and the bifurcation of marks into internal and external examination.

Moreover, there is a provision of retest in the college. If a student is unable to remain present in the internal examination due to some genuine reason, he/she is allowed another chance to appear in the examination for which a nominal sum is charged for the procedure. However, the sum is not charged from the students who were medically unfit and thus couldn't take the internal examination.

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

#### **Response:**

In order to ensure transparency in the evaluation process, the internal assessment marks are compiled and displayed prominently on the noticeboard. The teachers cross verify the marks before the marks are being uploaded on the university portal. If the students seek any corrections in the result; the teacher concerned, head of the department and the Principal look into the matter and resolve their queries.

The teachers do not take up evaluation at the end of the semester only, but it has been made an integral part of teaching-learning process. The institution and the individual teachers use assessment as an indicator for evaluating student performance, achievement of learning objectives and planning. The formative and summative evaluation approaches adapted to measure student achievement involve Group discussion, presentations, quiz contest, unit tests, poster presentation, seminars and their participation in co-curricular and extra-curricular activities too. The students are encouraged to redraft their written answers and feedback is provided for their effective presentation in the university examination.

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

#### **Response:**

The college takes due care in preparing the internal assessment results. However, if a student raises a query, it is addressed in the most efficient manner. The Examination Committee hears him/her out and tries to resolve the matter with the help of teachers concerned. The Principal also ensures fairness in dealing with student grievances and address it in a professional manner.

The college strictly follows the norms prescribed by the University for conducting the Semester-end examination and evaluation as well. The college has installed CCTV camera in each classroom and corridors so that any untoward incident can be averted. The college appoints three teachers as to monitor the examination process on three floors of the college, while the examination is going on. They assist the students in directing them to their classrooms and maintain general decorum with the help of external observers appointed by the University.

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

#### **Response:**

In order to enhance the teaching – learning process, a healthy learning environment is created in the college. The college begins its session of teaching after it receives the academic calendar of the University at the beginning of the academic year. On the basis of this calendar, the academic calendar committee prepares its own academic calendar. This calendar includes the probable dates of academic sessions of

different semesters, tentative schedule of examinations, Annual function of the college, list of holidays, various activities to be held during the year, celebration of Culfest week, celebration of Teacher's Day, Yoga Day and any other activity that is of prime importance.

On the basis of academic calendar of the college, every department prepares its own departmental academic calendar containing details of seminars and workshops to be conducted during the year, arranging lectures by expert faculties, organizing educational tour, planning departmental activities, chalking out student-oriented activities and analyzing feedback of the students. A copy of the academic calendar prepared by the department is submitted to the Principal of the college. The Heads of the departments convene a meeting with their respective faculty members for the effective implementation of the academic calendar.

The Evaluation methods are communicated to the students at the beginning of the academic year. The information consisting of:

- The scheme of marks regarding the University exam and the internal exam is conveyed to the students.
- The details of the curriculum and the weightage of each unit are given to the students.

The information regarding their assessment through unit tests, internal tests, class tests, assignments is conveyed to the students.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

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

### Response:

Programs offer the broad framework of learning and teaching. The full potential of programs are fully realized through the constituent courses. The course outcomes are oriented towards achieving the program outcomes. They delineate in detail what the students will know and be able to do on the successful completion of the course. The college, being affiliated to Gujarat University, follows the curriculum prescribed by the University. However, the teachers take due care in framing the course outcomes and communicating it to the students. The program outcomes, program specific outcomes and course outcomes are stated and displayed on college website. The Head of each department inform the teachers about them and the teachers, in turn, pass them on to their students concerned.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

<p><b>2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution</b></p> <p><b>Response:</b></p> <p>The institution measures the attainment of program outcomes, program specific outcomes and course outcomes through keeping record of planned lectures. Each teacher maintains an academic diary in which he/she makes note of the incremental progress in curriculum delivery and the methods employed to communicate learning outcomes. Teachers evaluate the attainment of program outcomes, program specific outcomes and course outcomes on the basis of Unit Tests and End-semester examination, viva-voce, group discussion and assignments.</p>	
<p><b>2.6.3 Average pass percentage of Students</b></p> <p><b>Response:</b> 53.69</p>	
<p>2.6.3.1 Total number of final year students who passed the examination conducted by Institution.</p> <p>Response: 218</p>	
<p>2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution</p> <p>Response: 406</p>	
File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

<p><b>2.7.1 Online student satisfaction survey regarding teaching learning process</b></p> <p><b>Response:</b> 3.3</p>
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## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 3.45

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	3.45000	0

File Description	Document
List of project and grant details	<a href="#">View Document</a>

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

**Response:** 0.12

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

Response: 02

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

Response: 17

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
Funding agency website URL	<a href="#">View Document</a>

### 3.2 Innovation Ecosystem

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



**Response:**

The institution has introduced a number of initiatives for creation and transfer of knowledge to the learners. Every year Students' Development Programme (SDP) has been arranged for the enrichment of their curriculum. Scholars from the related field have been invited to teach students of our institute and from the neighbouring institutes also. In the current academic session, the institute hosted 55 scholars and 904 students for a one week SDP on various subjects.

Samarpan Arts and Commerce College Academics and Research (SACCAR- ?????) is a unique initiative under which research activities have been promoted. Faculty members and students are encouraged to conduct and participate in UGC National Seminars, Sahitya Akademi Programmes and various state level academic events respectively.

The management encourages publications to reach out to large number of beneficiaries outside campus. To promote literary activities, the institute brings out Gujarati monthly *Shabdasar* (ISSN2249-2933), for the last 18 years . Students are encouraged to express and document their innovative and creative ideas or activities in campus journal *Udan*. For the purpose of promoting value education, three teachers prepared a booklet on *Education and Values-I*. In order to reach out to the students, Prof. Vaibhav Kothari translated Nobel Lectures by eminent Nobel Prize Winner writers and through a booklet made available the valuable thoughts of the literary giants in vernacular language. Lectures delivered by dignitaries on various occasions are also made accessible in the printed form.

The college encourages teachers to take up research projects. Two faculty members - Dr. Dipak Pandya (Gujarati) and Dr.Alpa Patel (Sanskrit) - have been granted Minor Research Projects by UGC with sanctioned amount of 3,45,000/- Rs between them. Two teachers - Dr. Rucha Brahmhatt (English) and Dr. Dipak Pandya(Gujarati) -have been recognized as Ph.d supervisors by Gujarat University. Two research scholars have submitted their theses under the supervision of Dr. Rucha Brahmhatt and five research scholars are pursuing doctoral degree. Dr Dipak Pandya has been supervising four research scholars.

There is no separate incubation centre in the college but tablets and wi-fi facilities are provided to the students in order to facilitate e-learning.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-**

### Academia Innovative practices during the last five years

**Response:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

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

### 3.3 Research Publications and Awards

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

**Response:** No

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

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

**Response:** No

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

**Response:** 0.01

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

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

**Response:** 1.22

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	4	4	2

#### File Description

#### Document

List books and chapters in edited volumes / books published

[View Document](#)

## 3.4 Extension Activities

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

**Response:**

The institution plans and organizes its extension and outreach programmes in the beginning of the year. In order to promote institution-neighbourhood community network and student engagement, various activities are undertaken by the college. It has always been the priority of the institution to orient the students in such a way that they become responsible citizens of the country. In order to track students' involvement in various social movements and activities, the Committee members of NSS insist to play an active role in activities related to social welfare. The photographs of the events are displayed on the noticeboard and website of the college. The NSS wing of the college, along with CWDC, Ecoclub, Alumni association and IQAC, plays a leading role in the celebration of various days and successful execution of different campaigns. The college adopts a village and the students carry out activities like cleanliness drive, de-addiction campaign, health check-up camp, blood donation camps. Students visit Civil Hospital and Old Age Homes to understand the agony of the poor and the old. They distribute fruits and clothes to the needy people.

The students take part into campaigns to educate the masses about various social welfare schemes. Students and faculty members participate in various activities under *Swachcha Bharat Abhiyaan* and *Shakshar Bharat Mission*. NSS volunteers spread awareness about cashless transactions under Digital India campaign and carry out Voter Awareness drives also. At the annual function of the college, the best NSS cadets are felicitated and are awarded prizes and certificates by the Chief Guest of the function. The selfless service of NSS volunteers has been recognized by Gandhinagar Municipal Corporation also.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

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

**Response: 1**

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	<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 in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

**Response: 15**

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

2017-18	2016-17	2015-16	2014-15	2013-14
03	02	02	03	05

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government

**Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years**

**Response:** 7.46

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

2017-18	2016-17	2015-16	2014-15	2013-14
72	65	70	120	293

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

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

**Response:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>

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

**Response:** 2

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	01	00	01

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	<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>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

The college has constituted a committee for the Infrastructure Development and Planning under the supervision of the Principal of the college. The members of the committee look into the requirements of the students and other stake holders of the institute and put up suggestions in the meeting of the committee. The Principal of the college provides the details regarding the estimated budget of infrastructure to the committee members. Reviewing the requirements and the exigencies of the facility suggested by the members, a plan is chalked out regarding the implementation of the suggestions. The priority is always given to the creation of such infrastructural facilities that aim at the enhancement of teaching and learning process.

#### **Classrooms**

There are total 16 spacious classrooms in the college. The classrooms of the college are airy, clean and equipped with good benches, fans, lights, green boards.

#### **Technology enabled learning space**

- The college consists of a lot of technology enabled learning space. A Wi-Fi facility is available on the college campus. Also the central computer lab is equipped with 36 computers connected by LAN with the facility of Internet.
- There are two wi-fi enabled smart classrooms with overhead projectors, white screens and green boards; each with the capacity of 120 students.
- Students have been facilitated with Wi-Fi enabled NaMo tablets furnished with educational apps under Govt of Gujarat scheme

#### **Seminar hall**

The college consists of one seminar hall in the building. The Seminar Hall is equipped with audio system, DVD player, lectern, projector and cordless mikes, having a seating capacity of 180 people. The hall is furnished with benches, tables and chairs along with a white board that could be utilized for writing purposes. This hall has a multi utility function, since it is utilized for guest lectures, quiz contest, competitions like debate, poetry recitation, elocution and singing competition and all other co-curricular and extra-curricular activities. The faculty members have an access to the Seminar Hall for showing films or educational programmes recorded in DVDs. This facility helps the students to learn their lessons more precisely, since they can understand better by means of audio-visual aids.

#### **Laboratory**

There is a Digital Education and Learning Laboratory in the college. It is well maintained and furnished with all the technical devices necessary for the enhancement of teaching-learning process. There are 36

computers with connected with LAN. The laboratory is extensively used by the students for training in basic courses of computer literacy like CCC, Tally etc.

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

##### Response:

##### 1.Sports

The college has developed a sports ground at its own premise situated in Sector-28, Gandhinagar for the purpose of carrying out different sports disciplines throughout the year. The performance of students in various sporting events at national, state and university levels is a matter of immense pride for the college. The college also utilizes the facilities available at Gymkhana of Sector-19 and 21 for sports purposes. The athletes are also trained at Sports Authority of India campus, Sector-15, Gandhinagar. The following are the infrastructural facilities for Sports available at the premise of the college developed for the purpose of sports:

Sr. No.	Name of Sport	Ground Facilities	No. of Kits available
1.	Volley Ball	One Ground	Net-01/ Pole-01 Pair/ Ball-09
2.	Cricket	One Ground	Bats-04/Stumps-02 Pairs/Tennis ball-03/Pad-03 Pairs/Wiki Pad-02 Pairs/Helmet-04
3.	Kho-Kho	One Ground	Pole-02
4.	Kabaddi	One Ground	---
5.	Long Jump	One Landing Area	----
6.	High Jump	One Ground	Stand-01
7.	Badminton	One Ground	Racquets-06, Shuttlecocks-12, Net-01
8.	Javelin Throw/ Discus Throw/ Shot Put	One Ground	Javelin-02/Shots-03/Disc us-05
9.	Chess	Indoor	1 Kit
10.	400 mtr. Running	Mud-track	-----

##### 1. Auditorium for Cultural Activities:

The Seminar Hall of the college is utilized as Auditorium also. It has got all the facilities required to



organize a cultural programme, Annual function, Induction programme, A meet of Alumni and Parents Association, Farewell programme or any other programme of the college. The hall is sufficiently ventilated and consists of a stage, microphones, good audio system, lectern and on demand projector. The hall functions as a multipurpose room where all the activities that require a stage are conducted.

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

**Response:** 11.76

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 02

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

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

**Response:** 99.12

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

2017-18	2016-17	2015-16	2014-15	2013-14
24	52	356	137	12

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>
Audited utilization statements	<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:**

The college library is registered with online cloud based Integrated Library Management System-Librarika.

The system functions with some core features like:

- Built-in OPAC
- Smart Add-Instantly add book using ISBN from the Internet
- Members/Patrons Login
- Member's Access History
- Member's Online Reservations
- Reviews and Ratings
- Biblio data integration with Open Library
- Email reminders for Due/Overdue items to the members
- Multiple language supports (beta)

The system is easy to use as a book can be located or searched by –Title, Author, Call number, Publication details or by ISBN.

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

##### **Response:**

The college library contains books in English, Hindi, Gujarati and English. The diverse collection includes Britanica Junior Encyclopedia (1975), 10 Volumes of Britannica Ready Reference, 25 volumes of *Gujarati Vishwakosh* (Gujarati Encyclopedia), 9 volumes of *Bhagwadgomandal* (Gujarati Encyclopedia and Dictionary of Etymology), all volumes of *Vedas* and important *Upanishad and many more*.

In the current year, 2531 textbooks have been handed over to students in need as part of Book-Bank initiative.

The study material and books provided by Indira Gandhi National Open University are also made available to the students and IGNOU students can also access college library.

#### **4.2.3 Does the institution have the following:**

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

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

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

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 0.27

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.1574	0.073	0.1727	0.45	0.49

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

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

**Response:** Yes

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

**4.2.6 Percentage per day usage of library by teachers and students**

**Response:** 1.41

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

**Response:** 22

**4.3 IT Infrastructure**

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

**Response:**

The college regularly undertakes to update all the computers with latest antivirus softwares. Annual maintenance contract has been assigned to an agency to update the IT facilities that includes 36 computers of the lab and 07 computers used by non-teaching and teaching faculties along with 05 printers and a photocopier. The work of covering the entire campus with wi-fi connectivity is in full swing with the assistance of Reliance Jio at present and an additional connectivity from BSNL is in the pipeline. The website of the college is periodically updated to keep the stakeholders abreast with latest news. The college has developed a free mobile app - Samarpan College - to disseminate information to students and staff members which is available on Google Playstore. Students and staff members can access this app through their mobile numbers registered with the college database.

#### 4.3.2 Student - Computer ratio

**Response:** 42.83

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** 35-50 MBPS

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

**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

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

**Response:** 44.44

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

2017-18	2016-17	2015-16	2014-15	2013-14
16	27	13	15	11

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<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 college takes due care to ensure optimum use and proper maintenance of available physical, academic and support facilities. Various committees have been formed to look into the effective functioning of laboratory, library and classrooms and the upkeep of sports kits and computers.

**Laboratory :** The college has constituted a committee to supervise the functioning of DELL (Digital Education and Learning Laboratory). A person has been appointed by the Management to maintain the computers and monitor overall functioning of the laboratory.

**Library :** The library committee assists the librarian in placing the order of books and subscribing magazines. The records of Book -Bank facility for economically weaker students is maintained.

**Sports Ground and Kits :** Under the supervision of the PTI, the students are trained at the college sports ground. Students are provided with sports uniforms and sporting kits. A Sports room has been set up in the college.

**Computers and CCTV:** Necessary repairing of the computers are carried out periodically. Antivirus software is installed in the computers. CCTV are checked regularly and the quality of footage resolution is maintained. Projector in the smart classroom is placed in such a way to protect it from dust and heat. Photocopier machines, scanners, printers and power backups are maintained properly.

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

**Response:** 24.74

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

2017-18	2016-17	2015-16	2014-15	2013-14
379	441	417	442	381

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	<a href="#">View Document</a>
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>

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

**Response:** 0.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	6	2	2	1

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.3 Number of capability enhancement and development schemes –

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 15.26

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

2017-18	2016-17	2015-16	2014-15	2013-14
490	286	200	100	165

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

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

**Response:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students benefited by VET	<a href="#">View Document</a>

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

**Response:** Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<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:** 3.07

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

2017-18	2016-17	2015-16	2014-15	2013-14
26	08	04	07	16



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

**5.2.2 Percentage of student progression to higher education (previous graduating batch)**  
**Response: 11.82**

5.2.2.1 Number of outgoing students progressing to higher education  
 Response: 48

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education	<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: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**  
**Response: 80**

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	3	2	5	16

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	3	2	5	16

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

### 5.3 Student Participation and Activities

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

**Response: 8**

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	3	1	2	1

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

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

**Response:**

A Student Council is formed every year at the commencement of the academic year. Members of the Council are selected purely on the basis of their merit. A General Secretary, Ladies' Representative, Cultural Secretary, Debate Secretary, Sports Secretary and Educational tour Secretary are elected from among them. The Council actively organizes various co-curricular activities under the guidance of the senior staff members and voices the concerns of the students. It serves as a bridge between the college authorities and the students. Important instructions are also relayed by the Council through Class Representatives.

Girl students are also nominated on the Collegiate Women's Development Cell (CWDC), as mandated by the Vishakha Guidelines, 1997 by the Supreme Court and on the Internal Complaints Committee (ICC) as per the UGC Regulations, 2015. These students along with faculty members organize a number of activities to spread awareness about issues regarding the safety of women, women's health concerns and

gender equity. Student representatives are placed on the SC/ST Cell of the college. They help the students from the marginal strata to avail the scholarships, organize coaching classes for competitive examinations and computer literacy. Student representatives are also nominated on the IQAC of the college.

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

**Response:** 12.2

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

2017-18	2016-17	2015-16	2014-15	2013-14
10	14	13	10	14

File Description	Document
Report of the event	<a href="#">View Document</a>
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

**Response:**

The college has set up an Alumni association with the stated objective of involving the past students and taking their feedback in the continuous attempts at betterment of overall quality. The college organized a grand meet of the alumni under the banner *Sambharanu (Remembrance)* in 2011. A booklet was issued on this occasion showcasing the achievements of the students ever since the inception of the college. Alumni meetings are organized twice a year in which the past students share their memories and constructive observations with the students. The Alumni regularly take part in cultural and extension activities carried out by the college. They take part in the celebration of Independence Day and Republic Day enthusiastically and also organize sporting and cultural events on the occasion. It distributed 285 water bottles to the school going children of Aadivada, a village adopted by the college N.S.S unit. The Alumni Association guides the students about job prospects and eligibility criteria.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

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

**4 Lakhs - 5 Lakhs**

**3 Lakhs - 4 Lakhs**

**1 Lakh - 3 Lakhs**

**Response: <1 Lakh**

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

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

**Response: 6**

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

2017-18	2016-17	2015-16	2014-15	2013-14
02	01	01	01	01

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

**Response:**

**The Vision of the institution**

To shape a better future for mankind by producing integrity-driven individuals and socially responsible persons who benefit humanity/society in the long run.

**The Mission of the institution**

To care for the educational needs of the students from different areas of the state.

To emphasize all round development of the students by fostering creative activities to serve the local, regional and global needs of the society.

The college was established in 1996 under the aegis of Gandhinagar Charitable Trust to cast the net of higher education wider and prepare committed and integrity driven citizens. In keeping with its vision and mission, the college has been instrumental in educating a number of students hailing from the marginal strata of society. More than 65 % of students of the college belong to Scheduled Castes, Scheduled Tribes, Other Backward Classes and Minority communities. The college has focused on providing quality education without indulging in gaining competitive edge over others or resorting to overt commercialization.

The Governing Council consists of the Managing Trustee and other trustees drawn from different walks of life. They, along with the Principal who is the academic and administrative head of the college, strive to set up and maintain standards of quality. The management understands the unrelenting pace of educational reforms and changing dynamics of pedagogy. Teachers are motivated to attend seminars, conferences, faculty development programmes and get their research papers published in reputed journals. Leaves for attending seminars and conferences are granted without much ado. The management is quite responsive to the needs of the underprivileged students and help them out in different ways. Needy students are provided with financial support and textbooks.

The vision and mission of the college are articulated by planned execution of curricular, co-curricular and extra-curricular activities. Talented students are exposed to multiple platforms where they can hone and showcase their skills. Promising athletes who have achieved feats at the national and state level tournaments are rewarded amply by the management.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

#### Response:

Several committees have been constituted by the Principal of the college to look after various activities of the college– academic, co-curricular and extra-curricular activities. A Convener has been appointed for each activity. The Coordinator chalks out programmes of his/her committee and gives to the Principal for approval. After the successful execution of the programmes throughout the year, the Coordinator submits final report to the Principal at the end of the academic year. In this way, through continuous monitoring and alterations in the existing policies whenever found necessary, the college has been making sustained progress in all areas.

- The college delegates authority and provide operational autonomy to the departments of the institution and work towards decentralized governance system. As regards decision pertaining to the departments, the HoDs are given complete freedom. The pattern in which the course is to be completed; the teaching methods to be adopted, disciplinary action to be taken against the students of the respective departments, the HoDs are empowered to take decisions in their own way.
- Co-curricular activities, Sports, NSS, Cultural etc. are coordinated almost autonomously by the faculty in-charge under the direction of the Principal of the college.
- A report concerning the achievements of the various departments is required to be submitted at the end of every semester to the Principal of the college who evaluates and analyzes the performance of the specific departments.

The college encourages the participation of both students and faculty members in the management of diverse activities undertaken throughout the year. The three tier system comprising of a Governing Council, Academic Council and Students' Representatives play a key role in bringing together the faculty members and the students. Through feedback procured from the students' representatives, the college tries to sort out the difficulties faced by the stakeholders and attempt to realize the vision and mission of the institute.

## 6.2 Strategy Development and Deployment

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

#### Response:

The college had been functioning from the rented premises before being shifted to the new building at Sector – 28 in Gandhinagar. The Management took ample care to ensure that students get quality education despite the lack of advanced facilities. The college produced Gold medallist students, organized a number of seminars and conferences, excelled at sporting events and held many cultural activities at old premises.

But over a period of time, with the advent of ICT based teaching and learning, a desire was keenly felt to have sound infrastructural facilities like spacious reading room and library, ICT enabled classroom,

seminar room, cafeteria etc. In spite of infrastructural constraints, the College had been making concerted efforts to obtain NAAC accreditation. It applied for NAAC accreditation in 2014, but the LoI wouldn't be approved on account of lack of required infrastructural facilities.

At this juncture, the Principal along with the faculty members, made a representation to the Management and intimated them with the requirement of the college, having a building of its own. The Management took cognizance of the situation and asked the Principal to chalk out a Strategic Plan and list out the necessary requirements.

A Building Committee was formed to work out the nitty-gritty and prepare a blueprint of the new campus. It defined the required criteria and put a proposal before the Governing Body. After mulling over the proposal, the Management swung into action and procured a plot of land at Sector – 28. The Management took into consideration the location of the proposed campus and made sure that it is fit for educational purposes. The construction work began soon and the Building Committee regularly paid visit to the new campus and monitored the construction work. It came to a completion in 2016 and the college started functioning from the new campus in June 2016.

A noteworthy feature of the whole venture is that the entire cost of constructing the new building, furniture work and setting up required facilities was borne by the Management itself.

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

#### **Response:**

The college is a state aided, affiliated institute of Gujarat University. Hence, it functions as per the rules and regulations of Gujarat University and as per the service rules of Gujarat State as well. The governance is overseen by the college management under the auspices of Gandhinagar Charitable Trust. The Management takes responsibility of providing optimum infrastructural facilities and of monitoring the implementation of activities in the institutional strategic plan. Continuous and meticulous monitoring by members of management ensure quality at both academic and administrative levels.

The Principal is the Head of the academic and administrative activities of the institution. IQAC consisting of 2 members from Management, 4 members of advisory of eminent academicians, Principal, Vice-Principal, HODs, a representative from college admin and Students' Representative Council take the responsibility of heading all the administrative and academic activities of the departments and based on suggestions and feedbacks together plan and implement curricular, co-curricular and extra-curricular activities under supervision and guidance of 31 committees.

The college strictly adheres to the norms of UGC, Gujarat University and Gujarat Government in appointing faculty members as well as administrative staff. The IQAC of the college prepares the report of teachers whose promotions are due and forwards it to the University and Commissionerate of Higher Education, Gujarat State for approval.

The college has formed a Grievance Redressal Committee to look into the issues affecting the

stakeholders. A mandatory disclosures regarding Right to Information is available on college website.

An organogram is attached as the additional information.

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

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

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

**Response:** C. Any 3 of the above

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

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

**Response:**

Sr. No.	Resolutions made by various cells/committees during the last five years.	Status of Implementation
1.	Shifting of College from Sector-8 to its New building built up in Sector-28.Gandhinagar.	Implementation as per plan.



2.	Academic Calendar of the current academic year planned.	Mostly the Implementation as per the plan	
3.	Appointment of Librarian to be made	Adhoc Librarian is appointed	
4.	Participation in various competition of SPORTS held at State/University/National Level	Students participated in various Sports' medals.	
5.	Celebration of cultural programmes under SAPTADHARA/CULFEST	Diverse programmes were organized through	
6.	Installation of Surveillance cameras for the purpose of safety and security of the college	Surveillance Cameras have been installed in the college and monitored by the Principals	
7.	Girls' room and C.W.D.C room	Girls' Room with all the facilities has been provided for girl students of the college.	
8.	Establishment of I.Q.A.C. and allotment of a separate room with required facilities.	Implementation as per the plan	
9.	Application for Accreditation for NAAC	Application to be sent by October 2018	
10.	Security to be tightened in the college campus	New Security guards have been employed and not allowed without their Identity Cards.	
11.	Biometric System for the staff members of the college to monitor their attendance in the college	The system is implemented.	
12.	Placement Cell to be set up to help students in career selection and placement	An active Placement Cell has been set up and students were placed through campus placement cell	

### 6.3 Faculty Empowerment Strategies

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

##### Response:

The college provides fee waivers to the children of helpers studying at the college. At present, three members of the support staff are studying at the college without being charged anything.

The Management provides free accommodation and meals to the security persons who guard the premises 24x7.

Teachers are granted leaves to attend seminars, conferences and Faculty Development Programmes. Those

teachers who pursue doctorate studies are allowed to attend coursework. Benefits from the government like group health insurance, medical reimbursement are made available to the faculty members.

**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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description**

**Document**

Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years

[View Document](#)

**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 programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description**

**Document**

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

[View Document](#)

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

**Response:** 34.25

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	10	3	7	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 programs during the last five years	<a href="#">View Document</a>

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

**Response:**

The IQAC keeps track of the Annual Performance Index (API) of all the faculty members. A teacher is evaluated under three categories: Teaching, Learning and Evaluation; Co-curricular, Extension and Professional development activities and Research output. All the teachers are required to submit documents of participation in seminars, conferences and FDPs; copies of research papers or articles published in the academic journals and books; membership of professional bodies or NGOs. The institution makes sure that each faculty member qualifies on the criteria laid down under PBAS based API. Five teachers, during last five years, promoted under CAS based on API score as per UGC guidelines.

The College also collects feedback from the students on each faculty member at the end of the year. The feedback is analyzed and a report is prepared by the committee. The Principal calls on the faculty concerned in person and makes known the findings to him/her and accordingly appreciates, encourages and offers a word of caution for the betterment of academic quality of the college. Faculty members are motivated to take up research projects and publish their papers in peer reviewed journals regularly. The feedback is also made available on the college website.

Similarly, feedback for the services offered by the college are taken regularly and the non-teaching staff is made aware of it.

## 6.4 Financial Management and Resource Mobilization

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

**Response:**

The College maintains utmost transparency in financial transactions and regularly undertakes Internal and External financial audits. It also maintains all the records in an efficient manner- in Physical statements as well as computerized records.

- The Internal Audit is carried out by the Principal and the Office Superintendent of the college periodically.
- The External Audit is done by registered Chartered Accountant Shri. Harsh Jani. H.S.Jani and Associates. 701/702/708, Sakar-V, Behind Nataraj Cinema, Ashram Road, Ahmedabad. The accounts have been audited till the financial year 2017-18.
- In case of grants sanctioned by Government, the audit is done by Government Auditor.
- No objections have been raised in the audit.

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

**Response:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

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

**Response:**

- The process of efficient use of financial resources begins with the scrutiny of the annual budget by Gandhinagar Charitable trust consisting of the Managing Trustee, other trustees and the Principal of the college. The annual budget of the forthcoming year is produced by the Principal which after due scrutiny and discussions is passed by the committee constituted by the Trust.
- Financial resources of the college are the grants from the State Government and fees collected from the students. The management of the finances is done by the Principal of the college along with the assistance of the accountant and he administrative office. As the Institution has not appeared for the accreditation yet so it is not entitled for the 12th Plan grant from UGC nor under RUSA.

- The College gets financial assistance from the State Government in the form of Salary Grant. The salary grant is spent on the staff members accordingly as per the norms of the government.
- Payment of scholarships, all the purchases of equipment, books, stationery, materials, maintenance of e-governance, infrastructural development etc is made through cheque/net banking.
- The Management emphasizes the optimal utilization of available resources. The building of the institution is used as an examination centre by multiple agencies of the government such as Gujarat State Public Service Commission, Gujarat State Subordinate Services Selection Board etc.

The spacious classrooms of the institution are used by Non-Government Organizations like Dungari Garasia Seva Samaj for charitable purposes to train students from the marginal strata, especially tribal students, for civil services examinations.

## 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 plays a crucial role in fostering the culture of teaching and learning in the institution. The IQAC was established on 23rd June, 2016, soon after the college got shifted from the old premises at Sector – 8 to Sector – 28. It consists of Managing Trustee, Principal of the institution, Coordinator, Heads of several departments, senior faculty members, Office Superintendent, Representatives of Parents Teachers' Association, Alumni Association and Student Representatives.

The IQAC meets at least twice a year to make assessment of the existing policies regarding teaching-learning, infrastructure facilities, campus maintenance and other matters associated with the functioning of college. The suggestions received during the meeting are jotted down and action plan is designed to meet the requirements of the staff members and students.

Faculty members are motivated to present papers at various seminars and conferences. The information regarding upcoming seminars is passed on to the teachers by the IQAC. It keeps the teachers abreast with latest publications, periodicals and research methodology in their respective subjects. They are encouraged to adopt innovative teaching methods and digital media. Senior faculty members with requisite qualifications are inspired to obtain Ph.d guideship. Teachers are also advised to apply for research projects funded by different agencies.

The IQAC recently played a pivotal role in the implementation of quality measures when the College applied for State level Academic and Administrative Accreditation (AAA) by the Knowledge Consortium of Gujarat, Department of Education, Govt. of Gujarat.

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

**Response:**

The IQAC reviews the teaching-learning process at regular interval and solicits feedback from the stakeholders for quality improvement. All the teachers are supposed to maintain an academic diary in which they list out their teaching plans and activities carried out throughout the year.

Teachers were advised to prepare the Course Outcomes of their respective subjects and inform the students regarding the same. The IQAC made the teachers aware about ICT based education and platforms like Google Classroom. In order to supplement conventional methods of teaching, the teachers were asked to register students on such innovative platforms and make teaching-learning more interactive. Teachers undergo training at KCG, INFLIBNET and HRDC about recent trends in curriculum delivery.

In order to reinforce the research culture, the IQAC established a Research Club with an acronym (SACCAR) in which lectures on various topics are arranged regularly. Teachers who receive the doctorate degree and teachers whose students get research degree are felicitated. The researchers are encouraged to make a presentation on their area of specialization. Students are trained to write research papers and are exposed to the rigour of academic discipline. Students with creative bent of mind learn about literary composition and creative writing.

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

**Response:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
		0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

**6.5.4 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual**

**Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**

2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

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

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:**

- Four teachers had applied for Minor Research Project from the UGC. The proposals of two teachers – Dr. Dipak Pandya (Dept. of Gujarati) and Dr. Alpaben Patel (Dept. of Sanskrit) – were approved and research grant was sanctioned.
- Two teachers – Dr Rucha Brahmhatt (Dept. of English) and Dr. Dipak Pandya (Dept. of Gujarati) – were appointed as Ph.d supervisors at Gujarat University. Two research scholars have already been granted doctorate degree till now under Dr. Rucha Brahmhatt.
- The IQAC organized a number of in-house FDPs in which the faculty members were trained in the use of educational technology. They were also familiarized with the 3rd and 4th Amendment of UGC Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education Regulations, 2016 and 2017 respectively
- Five teachers got promoted under CAS based on UGC-API score.
- The IQAC has been able to set up an active Placement Cell in the college and draw sufficient number of companies for campus placement of students.
- The Career Counselling Cell has been roping in multiple agencies to orient the students about job

- prospects open to them, to guide them about various competitive examinations.
- Both Placement and Career Counselling Cells work in conjunction with State Employment Exchange.

NAAC



## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 11

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	02	04	03	01

File Description	Document
Report of the event	<a href="#">View Document</a>
List of gender equity promotion programs organized by the institution	<a href="#">View Document</a>

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

**Response:**

##### 1. Safety and Security:

- Management has appointed a fulltime caretaker lady for girls in the CWDC/Girls' Room.
- Women friendly classroom doors provide safety.
- Each and every corner of the college building and campus is kept under CCTV surveillance; including classrooms, corridors, computer lab, library, canteen and staff-parking.
- At least two security personnel monitor the entry and exit of the students entering into college campus by checking their i-cards and ensure organized vehicle-parking.
- Issues/complaints have been addressed by Grievance -Redressal Committee, Internal Complaint Committee of CWDC and Anti-Ragging Committee.
- Special seating arrangements during exams have been provided to pregnant women.

##### 2. Counselling:

- CWDC organizes orientation programme for the freshers with a view to acquaint them about rules

and regulations for girls' safety.

- Special A/V documentary "Saavchetima Suraksha" prepared by Gujarat Police is shown to the freshers.
- Personal counselling is arranged by the Departments of Psychology.

### 3. Common Room:

- Dr. Alpa Patel, Convener of CWDC, is in charge of CWDC/Girls' Common Room.
- College Room No :104 functions as a CWDC/Girls' Common Room with adequate furniture and required basic amenities for girls.
- Ms. Rekha Vaghela is the caretaker of the room appointed by the management.
- Not only our college students but young women coming for taking University or Competitive exams are given equal facilities:
- -Two wooden cots are kept behind a special partition inside the girls' room for the lactating mothers who come to take exams.

-If needed, the caretaker lady helps in taking care of the toddlers.

#### 7.1.3 Alternate Energy initiatives such as:

##### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 504

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

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

**Response:** 0

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

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 504	
File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

#### Response:

- **Solid waste management:**

- Used answer books, assignments or old exams papers are disposed to a paper mill for recycling .
- After shifting to a new premises in June 2016, and after our strong representation, GMC placed a huge garbage container near the college building separately to remove collected solid waste.
- If required, organic waste is burnt sometimes.
- Garbage bins placed in each and every corner of the college building.
- Students are encouraged to join the ‘Shun Plastic Drive’ jointly conducted by NSS and Eco-club on and off campus to collect plastic and dispose off properly.
- Throwing waste anywhere or spitting is a punishable offense for anyone who enters the campus.

- **Liquid Waste Management:**

- Wash-room waste is disposed off through well-constructed septic tanks connected to the municipal waste services.
- Students are discouraged to waste drinking water.

- **E-Waste Management:**

- Unused or damaged electronic devices are sold or given to the local scrap dealers for reuse or recycling.

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

There is no specific facility of rain water harvesting on the college campus, though it is included in the future plans by the management. Samarpan Education and Research Campus, where the college is located, is presently a developing campus as new educational institutes are under construction. Hence, for all the upcoming institutions, the rainwater harvesting system is under active consideration. Thus, There is no specific facility of rain water harvesting on the college campus, though it is included in the future plans by the management.

### 7.1.7 Green Practices

- Students, staff using
  - a) Bicycles
  - b) Public Transport
  - c) Pedestrian friendly roads
- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

#### Response:

- Students, staff using
  1. **Bicycles:** GUDA has introduced GBIKE service in Gandhinagar, but a very few students or staff make use of the service.
  2. **Public Transport:** Located on the periphery of the city, students coming from nearby villages mainly use public transport. The college authenticates public transport forms for the students in getting concession pass.
  3. **Pedestrian Friendly Roads:** The institution has small pedestrian friendly access surrounding the building.
- **Plastic Free Campus:**
  - Students are discouraged to use plastic bags.
  - Refreshments or tea/coffee have been served in paper plates and paper cups in the canteen.
- **Paperless Office:**

The admin offices and the teaching faculty have reduced use of papers replaced by the use of various media like sms, social networking or email in publicizing notices or in submitting documents.

- **Green landscaping with trees and plants:**
  - The college building is surrounded by trees and green fields nearby.
  - On our two year old campus, the saplings have grown into plants sown on both sides of the road leading towards the college building.

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 0.11

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.0358	0.13759	0.02018	0.02827	0.01241

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

**Response:** D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
link to photos and videos of facilities for Divyangjan	<a href="#">View Document</a>

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**

**Response:** 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
00	0	00	0	00

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>

**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)**

**Response:** 4

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	01	00	01	01

File Description	Document
Report of the event	<a href="#">View Document</a>

**7.1.12**

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

**7.1.13 Display of core values in the institution and on its website**

**Response:** Yes

File Description	Document
Provide URL of website that displays core values	<a href="#">View Document</a>

**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations**

**Response: Yes**

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics**

**Response: No**

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response: Yes**

File Description	Document
Any additional information	<a href="#">View Document</a>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

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

**Response: 16**

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

2017-18	2016-17	2015-16	2014-15	2013-14
02	05	02	04	03

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

### 7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

#### Response:

Celebrating national festivals and birth/death anniversaries of great Indian personalities is an annual practice in the college since the day of its establishment.

Every year Independence Day and Republic Day have been celebrated on college campus with flag hoisting ceremony, motivational speech by chief guest followed by various competitions like patriotic songs, elocution and debate on national issues. On 5th September, Teacher's Day is celebrated by Student's Representative Council as students enthusiastically conduct classes and manage routine activities of the college in the memory of Dr. Sarvapalli Radhakrishnan. The best teachers(students) and non-teaching staff (students) are given ranking by regular faculty of teachers. Gandhi Jayanti is celebrated by observing Swachchhata Week. Various events are organized on 31st October like screening of movie or documentary on Sardar Patel. Elocution competition has been organized on 12th January in the memory of Swami Vivekanand. Event like screening of documentary on the life of Gandhiji or a guest lecture by a veteran Gandhian is organized on 30th January-Shahid Divas. Exactly at 11:00am two minute silence is observed in the memory of all the martyrs. Special lecture has been organized on the life and works of Dr. Babasaheb Ambedkar on 14th April. A lecture was organized and tributes were paid to Dr. A.P.J Abdul Kalam on his demise.

### 7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

#### Response:

- The college authorities carry out financial audit through authorized auditor's firm H.S.Jani and Associates. 701/702/708, Sakar-V, Behind Nataraj Cinema, Ashram Road, Ahmedabad. annually. NSS grants from Gujarat University have been received through PFMS and audited annually by B. Upadhyay & Co, 4th Floor, Abhishek Building, Opp Hotel Haweli, Gandhinagar. To evaluate the performance of the institution and to identify the issues that are to be attended to in order to improve the quality of Teaching and Research, the Academic and Administrative Audit (AAA) was carried out by Knowledge Consortium of Gujarat in July 2017. Admission is online based on merit system in accordance with Gujarat University norms. The students are kept informed about important notices, time-tables, examination dates, assignment topics etc through public display on notice board, SMS, college, mobile application and by WhatsApp. The internal marks have been displayed on Notice Board and posted on College Website. On demand, students are shown their corrected answer-sheets. Extraordinary achievements of students in various fields like sports,



cultural and extension activities have been appreciated by local news agencies and by public display of achievements by college media committee. Code of conduct, details for Anti-Ragging committee, RTI and CWDC guidelines have been displayed on college website. Full time teachers have been recruited under the purview of CHE-Gujarat State. Members of management and advisory transparently preview and review all policies and programmes before implementation and in general meetings provide significant guidance for holistic development of the institute.

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

**Response:**

**Best Practice:I**

#### 1.Title: Reaching out to Neighbourhood Schools

#### 2.Objectives of the Practice :

- To create a link between College and School
- To motivate students toward teaching
- To establish a connect between the Youth and the Young Ones
- To enhance communication and human resource management skills

#### 3.The Context

A large number of the students majoring in language and literature, especially those coming from remote sections join college with an aim of becoming teachers. On the other hand, while conducting NSS activities in nearby villages and after realizing a huge crunch of supporting staff in Government Primary Schools, the initiative has been taken up. Every year interested students volunteer in the neighbourhood schools at least for one week as participatory human resource.

#### 4. The Practice:

Year	School	Activities	No of Participants
2013-14	Govt Primary School (Borij)	Teaching, Dramatics	40
2014-15	Govt Primary School (Indroda)	Teaching, Drawing	30
2015-16	Govt Primary School (Magodi)	Classroom Teaching, Sports	25

### 5. Evidence of Success :

- Sensitivity towards not only children coming from different strata of society but also towards teachers has been developed.
- Awareness about the workings of primary school system has been generated.
- Realization towards plurality of issues and solutions has been experienced.

### 6. Problems Encountered and Resources Required :

- Number of student volunteers is decreasing as becoming a teacher is not the sole aim.
- Do not get the same response from some of the Principals of primary schools when approached as they perceive us as “outsiders”.
- Face scarcity of material for activities to be carried out at schools like drawing papers, sketch-pens, sports equipments etc.
- Some kind of motivation/attraction is required to sustain or create academic aptitude.
- Promotion for “teaching as a profession” is a serious issue to be addressed by higher authorities at all levels.

### 7. Notes:

- Recognizing the efforts, Deputy Mayor of Gandhinagar Mr. Devendrasinh Cahvda felicitated the institute with a Certificate of Appreciation in March 2018.
- Students have shared the following points:
  - Feel nostalgic when they enter into elementary school classroom.
  - At Borij village, from the classroom behavior of the kids, college students (Gautam Vegda, etc) could make out that there were 36 children in the school from the nearby orphanage.
  - Hence, each child demands/shares different treatment.
  - Each child is different and has a very unusual dream to pursue.

### Best Practice: II

#### 1. Title: Multi-Skill Training under Govt Initiatives

#### 2. Objectives of the Practice:

- Providing platform for training under Govt/CSR initiatives
- To impart skill based training among students from weaker sections of society
- To attract students towards digital learning
- To enhance communication skills
- Training in personality development
- Skills imparted as value addition

#### 3. The Context:

Serving as a grant-in-aid college and catering to wide diversity of students with a very humble background especially coming from remote parts of Gujarat, the early realization of imparting skill based training

particularly in basic computer literacy, the institute has been catering to a large number of SC, ST, OBC students every year by contacting Govt affiliated local agencies for the past eight years in accordance with Govt policies.

#### 4. The Practice:

Year	Agency	Training	Duration	Charges
2011-12	C-Dac (Govt of India)	Diploma in Multilingual Web Technologies & Publishing	06 months	Free & Rs. 6000/- each
2013-14	Dr. Baba Saheb Ambedkar Open University	Enrolment in Degree Courses BBA/BCA	3 Years	Free
2015-16	C-Dac & Dot Technologies	CCC	150 hrs	Free
2016-17	TCS	English Communication & Basic Corporate Etiquette	100 hrs	Free
2017-18	C-Dac & Dot Technologies	CCC	150 hrs	Rs. 1500/-
	C-Dac & Dot Technologies	CCC & Tally Accounting	210 hrs	Rs. 1700/-

#### 5. Evidence of Success:

- Trained students found it easier to get into service/job. For instance, Chaman Dulera is placed at Bharuch District Court, Nidhi Suthar serves as Tehsildar, Sauram Joshiara is posted at Surat City Police Station etc.
- Lately, students have shown interest in paying fees for such courses.

#### 6. Problems Encountered and Resources Required :

- With the tag of 'Free' a large number of students enroll for the course initially, but lesser number of students actually finish the training.
- Conducting training after college hours is difficult especially for girls
- Students dwelling in Govt hostels face problems due to fixed lunch hours

#### 7. Notes:

- Along with multi-skill training, aptitude tests are also organized for final year students.
- Classes for entry level services are arranged separately every year.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

#### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

##### Response:

The main thrust, as stated in the the vision of this institute, is to shape a better future for mankind by producing integrity-driven individuals. The institute also aims at overall development of the students in order to mould youngsters into the responsible citizens of the nation. Hence, since its inception, realizing the latent physical potential of students coming from different parts of the state and shaping up this prospective human resource by offering appropriate opportunities in the filed of sports has been the focal point. The college stands apart, as compared to local institutes around, by its noteworthy contribution in the field of sports at National and State level; and at the University level as well. In last five years, students have won 09 medals in Taekwondo, Athletics, Boxing, Karate etc. and secured 02 “Renowned Shot” positions in Shooting events at National Level. With active support from management, Physical Director Mr. Mahendra Modia, arranges for regular training and round the clock practice at college ground, Gymkhana of Sector-19-21and at Sports Authority of India campus, Sector-15, Gandhinagar as per the requirement of the resources. Very often college hosts at least two events for South Zone Tournaments of Gujarat University.

Every year a number of students take part in various tournaments organised by State, District and University. In 2017, at Khel-Mahakumbh-an initiative by Govt of Gujarat, our college team secured first prize in Kabaddi, Gold in Boxing (69 kg) and Bronze in Long Jump. Adding to the achievements Boxer Rizwan Ahmed won Gold, Rudrasinh Rajput and Chandrika Singh Bhati secured first place in Shooting and Hardik Soni stood second in Wrestling at Gujarat University Tournaments in 2017. The alumni has made the institution proud with their remarkable performance in Volley Ball, Kho-Kho and Athletics as well.

Students have not only participated in sports seriously and brought fame to the college, but some of them have also pursued their careers as sports teacher, coach or physical instructors. Bhargav Ayar has been serving as Roll Ball and Skating Coach at School of Achievers, Gandhinagar and under his guidance, five girl students of the school recorded their names in Guinness Book of World Records and Asia Book of Records for skating 24 hours at a go.

Two players-Dhaval Baranda and Kranti Dhunkh were selected in representing the State at Republic Day Parade in 2017.

**Sports (University Level) 2014-15:**

Sr. No.	Date	Name of the Event	Name of the Student/s	Position / Rank
1	13/08/14	Gujarat University (South Zone) Swimming and Water Polo Tournament	Swimming  Water Polo	II  II
2	27 – 28/08/14	Gujarat University (South Zone) Volleyball Tournament	Parikshit Malawat  Selected in the All India Inter-University Team	II
3	19 -20/09/14	Gujarat University (South Zone) Kabaddi Tournament	Captain Mitesh Patel got selected in Gujarat University Kabaddi Team	-----
4	22/11/14	Gujarat University (South Zone) Wrestling Tournament (57 kg)	Pravin P. Chaudhari participated in All India Inter-University Championship at Meerut	Silver Medal

**Sports (National Level) 2014-15:**

Sr. No.	Date	Name of the Event	Name of the Student/s	Position / Rank
1	2014	Dr. B. R. Ambedkar National Games, Delhi  Kick Boxing	Dhaval Baranda	Gold Medal
2	2014	Para – National Taekwando Championship, Delhi		

3	15-18/01/2015	National Rural Karate Championship, Delhi	Dhaval Baranda Kranti Dhunkh	Gold Medal Bronze Medal
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**Sports (University Level) 2015-16:**

Sr. No.	Date	Name of the Event	Name of the Student/s	Prize
1	04/09/15	Gujarat University (South Zone) Swimming and Water Polo Tournament	KrantiDhunkh Swimming 1. 200 Meter Free Style 2. 50 Meter Back Stroke 3. 50 Meter Breast Stroke 4. 100 Meter Breast Stroke Water Polo Team	
2		Gujarat University ( Inter Zone) Rifle Shooting Championship	Rudrasinh Rajput 10 Meter 50 Meter Air Pistol	

Rudrakshsinh Rajput

10 Meter 50 Meter Air Pistol

Both the students got selected in Gujarat University Shooting Team and participated in All India Inter University Tournament, Varanasi

**Sports (State Level) 2015-16:**

Sr. No.	Date	Name of the Event	Name of the Student/s	Participation
1		Gun for Glory Shooting Championship,  Rifle Association of India, Pune	Rudrakshsinh Rajput  10 Meter Air Pistol	
2	18-20/09/2015	5th National Rural Games, Trichi,  Tamilnadu	KrantiDhunkh  400 Meter Race  Long Jump	

**Sports (University Level) 2016-17:**

Sr. No.	Date	Name of the Event	Name of the Student/s	Pe Ra
1	16/09/16	Gujarat University Boxing Tournament, Khokhara, Ahmedabad	Rizwan Nasir Ahmed	Go
2	10/08/16	Gujarat University Swimming Tournament, Gujarat Vidyapith Swimming Pool, Ahmedabad	DhunkhKranti 1. 50 Meter Breast Stroke 2. 100 Meter Breast Stroke	

**Sports (State Level) 2016-17:**

Sr. No.	Date	Name of the Event	Name of the Student/s	Pe Ra
1	09/10/16	Rifle Shooting Tournament, Rifle Club, Ahmedabad	Rudrasinh Rajput Rudrakshsinh Rajput Yashvi S. Gelani	
2	27-28-29/12/16	Athletics Meet, C. N. Vidyalaya, Ambawadi, Ahmedabad	07 Students participated 1 player Javelin Throw	



3		KhelMaha-Kumbh	Rizwan Nasir Ahmed	
		Boxing		
4		KhelMaha – Kumbh	KrantiDhunkh	
		Swimming	(Gandhinagar Dist.)	
5		KhelMaha – Kumbh	KrantiDhunkh	
		Skating	(Gandhinagar Dist.)	

**Sports (National Level) 2016-17:**

Sr. No.	Date	Name of the Event	Name of the Student/s	
1	07/02/17	All India Inter University Boxing Tournament, Jalandhar, Panjab	Rizwan Nasir Ahmed	
2	02-03/10/16	International Rural Games – 2016 Anand, Gujarat	Rizwan Nasir Ahmed Boxing 81 KG 91 KG	
3	26/01/17	Republic Day Parade, New Delhi	Dhaval Baranda Kranti Dhunkh	

<b>File Description</b>	<b>Document</b>
Link for Additional Information	<a href="#">View Document</a>

NAAC

## 5. CONCLUSION

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### Additional Information :

- Since 2006, the college runs Study Centre (0911) of Indira Gandhi National Open University especially catering to Jawans from BSF, CRPF and IAF.
- The college is coming up with a PG Programme in English (MA) from 2019-2020 as it has been sanctioned by Gujarat University.
- Starting a vocational training centre on campus is under process.
- On INFLIBNET website, the old name and address of the college, i.e., Gandhinagar Charitable Trust Sanchalit Arts and Commerce College, Sector-08 are reflected. An application for Change of Name has already been submitted.
- The college got accredited by Knowledge Consortium of Gujarat, Dept. of Education, Govt. of Gujarat with 2.43 CGPA out of 4, securing the grade 'B'.
- The actual number of students admitted from reserved categories every year exceeds seats earmarked for reserved categories as per govt. norms.

### Concluding Remarks :

#### Conclusion:

Started in 1996, on rental premises as Arts and Commerce College, under the aegis of Gandhinagar Charitable Trust, Samarpan college has been functioning from its own building, since 2016, with adequate infrastructural facilities. In last two decades, the Management took ample care to ensure that students get quality education despite the lack of advanced facilities. The college produced Gold medallist students, organized a number of seminars and conferences, excelled at sporting events at National Level and held many cultural activities at both old and new premises.

In keeping with its vision and mission, the college has been instrumental in educating more than 65% of students hailing from the marginal strata of society. With tablets and Wi-Fi facilities, ICT enabled teaching-learning has created additional participatory environment among students and teachers.

With an aim to make at least little difference, if not much, the students are encouraged to give back to the society as part of their extension activities in the neighbourhood community.

The college has focused on providing quality education without indulging in gaining competitive edge over others or resorting to overt commercialization.

This NAAC accreditation will ensure improvement of academic and administrative quality as well as institutional accountability.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>01</td> <td>01</td> <td>01</td> <td>01</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	01	01	01	01	01	2017-18	2016-17	2015-16	2014-15	2013-14	01	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
01	01	01	01	01																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
01	0	0	0	0																	
1.4.1	<p>Structured feedback received from</p> <p>1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>Answer before DVV Verification : B.Any 3 of the above</p> <p>Answer After DVV Verification: B.Any 3 of the above</p>																				
2.3.3	<p>Ratio of students to mentor for academic and stress related issues</p> <p>2.3.3.1. Number of mentors</p> <p>Answer before DVV Verification : 14</p> <p>Answer after DVV Verification: 0</p>																				
3.1.1	<p>Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)</p> <p>3.1.1.1. Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>345000</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>3.45000</td> <td>0</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	345000	0	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	3.45000	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	0	0	345000	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	0	0	3.45000	0																	

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	7	9	4

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	0	0	0

Remark : HEI input edited according to provided documents.

4.2.6 Percentage per day usage of library by teachers and students

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

Answer before DVV Verification : 22

Answer after DVV Verification: 22

Remark : HEI input edited according to provided documents.

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Answer before DVV Verification : 35-50 MBPS

Answer After DVV Verification: 35-50 MBPS

Remark : HEI input edited according to provided documents.

5.1.3 Number of capability enhancement and development schemes –

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

8. Personal Counselling

Answer before DVV Verification : C. Any 5 of the above

Answer After DVV Verification: D. Any 4 of the above

Remark : HEI input edited according to provided documents.

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
03	03	00	03	02

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	3	1	2	1

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

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

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
		0	0	0

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF

	<p>4. ISO Certification</p> <p>5. NBA or any other quality audit</p> <p>Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: C. Any 2 of the above</p>																				
7.1.8	<p>Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years</p> <p>7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0.0358</td> <td>0.13759</td> <td>0.02018</td> <td>0.02827</td> <td>0.05241</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>0.0358</td> <td>0.13759</td> <td>0.02018</td> <td>0.02827</td> <td>0.01241</td> </tr> </tbody> </table> <p>Remark : HEI input edited according to provided documents.</p>	2017-18	2016-17	2015-16	2014-15	2013-14	0.0358	0.13759	0.02018	0.02827	0.05241	2017-18	2016-17	2015-16	2014-15	2013-14	0.0358	0.13759	0.02018	0.02827	0.01241
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0.0358	0.13759	0.02018	0.02827	0.01241																	
7.1.10	<p>Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>01</td> <td>00</td> <td>01</td> <td>00</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>0</td> <td>00</td> <td>0</td> <td>00</td> </tr> </tbody> </table>	2017-18	2016-17	2015-16	2014-15	2013-14	00	01	00	01	00	2017-18	2016-17	2015-16	2014-15	2013-14	00	0	00	0	00
2017-18	2016-17	2015-16	2014-15	2013-14																	
00	01	00	01	00																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
00	0	00	0	00																	
7.1.12	<p>Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: Yes</p>																				

## 2.Extended Profile Deviations

### Extended Profile Deviations

No Deviations

NAAC