



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Gandhinagar Charitable Trust Sanchalit Samarpan Arts and Commerce College
• Name of the Head of the institution	Prin. Dipak M. Pandya
• Designation	Principal (in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	7436069996
• Mobile No:	9427026979
• Registered e-mail	samarpannaac@gmail.com
• Alternate e-mail	samarpancollege@yahoo.com
• Address	Near KH-7 Circle, Sector-28,
• City/Town	Gandhinagar
• State/UT	Gujarat
• Pin Code	382028
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	Gujarat University				
• Name of the IQAC Coordinator	Rajesh H. Mehta				
• Phone No.	7436069996				
• Alternate phone No.	07436069996				
• Mobile	7016304443				
• IQAC e-mail address	samarpannaac@gmail.com				
• Alternate e-mail address	rhmehtasir@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	http://samarpancollege.org/wp-content/uploads/2022/01/AQAR-Report-PDF-File.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://samarpancollege.org/wp-content/uploads/2022/03/GU_SACC_AC_20-21_merged.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.96	2019	28/02/2019	27/02/2024
6. Date of Establishment of IQAC	23/06/2016				
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Samarpan Arts and Commerce College	Maintenance Grant for the academic year 2010-11	Govt. of Guj.	2020	74910
Samarpan Arts and Commerce College (SACC)	Maintenance Grant for the academic year 2011-12, 2012-13, and 2017-18	Govt of Gujarat	2020	274573
SACC (NSS Unit)	Activity Grant	Gujarat University	2021	8500
SACC (Placement Cell)	To promote placement of students	KCG (Guj. Govt.)	2021	50000
Samarpan Arts and Commerce College (SACC)	DEDF Grant (to purchase IT instruments)	KCG (Guj. Govt.)	2021	50000
SACC (Finishing School)	To impart finishing school training to students	KCG (Guj. Govt.)	2021	100000
SACC (Finishing School)	To impart finishing school training to students	KCG (Guj. Govt.)	2021	100000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File

9.No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1 Setting up Shree Sankersinh Vaghela Bapu Research Chair to expand the research activities of the institution. 2 "Organized a National Level Workshop on Academic Innovation, Integrity and Performance for Higher Education Teachers. Jointly Organised by Grand Academic Portal (GAP), Samarpan Arts and Commerce College, and Global Academic Assessment Consortium- GAAC. Date: 24th April 2021 - (10 am to 2 pm) Online (Zoom platform)" 3 Organized a State Level Webinar on Stress Management: Self & Society 4 Initiated two certificate courses and a Finishing School programme 5 Continued Faculty/Student Exchange programmes with two colleges.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
<p>To ensure maximum safety to our students and staff members against the Corona infection.</p>	<p>At the commencement of the academic year, a general meeting for the staff was called and instructed to follow the government guidelines and SOP for COVID-19 behaviour strictly through out the year.</p>
<p>Since the academic year 2020-21 is our Silver Jubilee year, we wish to celebrate the year in grand manner.</p>	<p>It was preplanned to organize at least one programme per month through out the year. But due to the pandemic our plans postponed. We could not celebrate the important year in memorable way. By the end of the year, it was fixed to organize a commemorative function in the next academic year ie. 2021-22.</p>
<p>To opt for MS Teams platform to impart blended mode of learning to the students.</p>	<p>Offline teaching was a challenge during the year, to lessen the risk of spread of the virus, we substantially used the online platform MS Teams.</p>
<p>To start a PG Programme (MA - English).</p>	<p>With a collective serious effort, we started a PG Programme in English. There were 13 students who choose to enroll themselves for the said programme.</p>
<p>To impart scholarships/freeships to meritorious students and economically backward students through the channel of Alumni Association.</p>	<p>As the registration process took much time, formalities of opening a bank account could not be completed in the month of March 2021. Then lockdown situation prevailed. So we could not give the scholarships/freeships.</p>
<p>To install three more LCD projectors to make good use of ICT classrooms.</p>	<p>To enhance the scope of ICT usage for teachers and students, the institute installed three more LCD projectors this year. The projectors were made</p>

	functional on 21st July 2020.
To sign-up more MoUs for overall student development. (for Students Exchange Programme, Teachers Exchange Programme, Internships or industrial training, Social responsibility awareness etc.)	This year the institute signed-up an MoU with the international organization Lions Club, Gandhinagar chapter to leverage an awareness for social responsibilities among its students.
Timely submission of the API files of the eligible teachers.	One of our teachers, Dr. Manishaben Rabari, became eligible for regular fulltime teaching as she completed her tenure of five years. The college submitted her API files to the government. The file was approved without any query for it.
To introduce short term certificate courses.	The institute planned to introduce five such courses for the benefit of the students. Unfortunately, due to pandemic situation, we could run only three courses successfully.
In time submission of the data for NIRF, GSIRF, AISHE, AQAR	All the required data was submitted in the given time.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Board of Governance, Gandhinagar Charitable Trust	16/03/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	25/01/2022

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	267
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	1532
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	369
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	247
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	15
File Description	Documents
Data Template	View File

3.2	00
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	17
Total number of Classrooms and Seminar halls	
4.2	1443204
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	38
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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 various committees, chalks out an action plan. The academic calendar is made and circulated among the stakeholders. Time tables of Arts and Commerce faculties are prepared covering all the subjects - Core, Elective, Foundation and Soft Skills. The strategy of completing the syllabus includes lectures, discussion, internal tests and assignments for that each teacher prepares Academic Diary.

Teachers use various teaching methods such as PPT, use of films and videos, group discussion, flipped class, remedial class along with the conventional chalk and talk method.

A meeting of all the Heads of the Departments is convened by the principal for the effective implementation of the curriculum. 'Deeksharambh', an initiative suggested by the UGC, is arranged at

the start of the new academic year for the first semester students. The students are informed about the PO, PSO, CO, and functioning of the college, resources available to them and expectations from them in realizing the vision and mission of the institution.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://samarpancollege.org/wp-content/uploads/2022/03/1.1.1-Deptperso-report-summary.pdf

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

Generally, the affiliating university shares an academic calendar with the college at the onset of the academic year. On the basis of this calendar, the academic calendar committee prepares college academic calendar. This calendar includes the probable dates of academic sessions of different semesters, various curricular, co-curricular and extra-curricular activities, and the tentative schedule for continuous internal evaluation (CIE).

On the basis of academic calendar of the college, every department prepares its own departmental academic calendar containing details of aforementioned activities. A copy of the academic calendar prepared by the department is submitted to the IQAC. The Heads of the departments convene a meeting with their respective faculty members for the effective implementation of the academic calendar. The academic calendar is displayed on the website and notice board.

The evaluation methods are communicated to the students at the beginning of the academic year. The information consisting of the following points are also given to the students:

- The scheme of marks regarding the University exam and the internal evaluation
- The details of the curriculum and the Weightage of marks for each unit
- The information regarding the internal tests, group discussion, quiz, and assignments

The evaluation process is transparent and time bound. The examination committee takes due follow-up by sharing the circulars,

notices of CIE for students and teachers for a smooth functioning of the evaluation process.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://samarpancollege.org/wp-content/uploads/2022/03/GU_SACC_AC_20-21_merged.pdf

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

06

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

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

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

03

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

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

98

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

98

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

1.3 - Curriculum Enrichment

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

Being an affiliated institute, the college has to follow the syllabi prescribed for core courses and elective courses by Gujarat University. But the university gives liberty to choose the soft skill and foundation courses from a suggestive list to the college. The IQAC, under the guidance of the principal and the Heads of Departments finalizes these courses which are relevant and focused on the aforesaid issues.

A foundation course on 'Environmental Studies' is offered to all the students of Semester-2 of B. A. and B. Com. Programme. Other

important courses taught during the academic year are N. S. S. (SS-101), Leadership Development (SS-102), Natural Resource Management (FC-201), RTI (FC-202), Market Research (SS-301), and Business Ethics (FC-301). Similarly, a core course is prescribe in M.A. -1 on 'Women's Writings' (CC-404) which focuses on gender identity and gender studies.

This year the college has introduced three certificate courses relevant to professional ethics namely 'Sanskrit Sambhashan, Karmakand, and Temple Management', 'Functional Use of Gujarati Language and Proof Reading', and 'Finishing School Programme'.

Along with these special courses, the affiliating university has incorporated some topics in the syllabi of the core and elective courses which orient the students for the suggested crosscutting issues.

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

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

01

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

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

79

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

1.4 - Feedback System

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

B. Any 3 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://samarpancollege.org/wp-content/uploads/2022/03/Feedback-Analysis-and-ATR-2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

680

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

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

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

392

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

2.2 - Catering to Student Diversity

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

The institution has a policy to identify students as advanced

learners or slow learners. The first demarcation is done through their H. S. C. results. The base line for advanced learners is above 60% of marks and for slow learners is below 50% of marks. In the next step, each department conducts a post-admission test for its respective students. In fact, the college is in process of establishing the assessment effectively, this year it has not been able to involve all students in the post-admission test. But we are hopeful that we could do it in near future.

The institute organizes student development programmes, students exchange and faculty exchange programmes, expert lectures, encouragement to participate in seminars for advanced learners. Keeping in the view the need of slow learners, the college conducts remedial classes, and arranges guest lectures, expert lectures, and exchange programmes.

File Description	Documents
Link for additional Information	https://samarpancollege.org/wp-content/uploads/2022/03/Learning-level-policy.pdf
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1532	15

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

To enhance the learning experience of the enrolled students, the institution incorporates all three methodologies in its curricular delivery. These methods give the students a lifelong learning lesson.

For experiential learning the college arranges field visit, study tour, students and faculty exchange programmes, the students are motivated to prepare wall-papers, posters for easy understanding of

their syllabus related topics.

The participative learning can be spurred through involvement in seminars, exchange programmes, Student Development Programmes, certificate courses, sports and cultural activities.

And the problem solving strategy is developed through project work, group discussion, quiz programme, and home assignments.

Students are encouraged by each faculty to take an active part in all these activities. All these activities inspire students to enrich their learning experience. Though there was a tough challenge of COVID-19 pandemic last year, we had implemented these methods virtually or physically with limited strength of students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://samarpancollege.org/wp-content/uploads/2022/03/1.1.1-Deptperso-report-summary.pdf

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

The teaching-learning process implemented at the institution has enough scope for teachers to use various ICT tools. This was happened more so due to Corona SOPs issued by the government and the affiliating university time to time.

Our institute has classrooms with 5 LCD projectors. Wi-Fi facility is available in the college. Speaker and mike are also available to use. The general timetable of the college has been prepared in such a manner that each department has been allotted a class room with one LCD projector. Through which the teachers give PPT. The teachers have created their own videos and uploaded them to YouTube. The presentations and videos are also made available on college website for easy access to students. They can learn through it anytime, anywhere.

The Department of Higher Education, government of Gujarat, has allotted 2500 students licenses and 50 faculty licenses of MS Teams to our college during the pandemic period. All the teachers delivered their lectures on this platform.

Apart from this, the college teachers make optimal use of different social media platforms to share reading material, guidance, and mentoring the students.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://samarpancollege.org/e-content/

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

2.3.3.1 - Number of mentors

15

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

2.4 - Teacher Profile and Quality

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

15

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

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

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

/ D.Litt. during the year

10

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

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

2.4.3.1 - Total experience of full-time teachers

261

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

2.5 - Evaluation Process and Reforms

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

The institution assesses the students through internal terminal examinations and other modes such as home assignments, classroom attendance, group discussion, quiz, presentation, project work, and viva voce. A policy is in place to monitor the mechanism.

The college has formed 'Examination Committee' to look after all the examination.

The examination dates are reflected in the academic calendar displayed on college website and notice board. The students get their examination schedule and seating arrangement chart well in advance, through classroom notices and WhatsApp group. During last year, due to the pandemic situation, the internal examinations of the college have been taken online as per the SOPs of the state

government and the University. Guidance session, providing the information of online process, has also been arranged for the students. There is a provision for retest of the students.

Home assignments are also collected from the students. A consolidated mark sheet, reflecting internal test marks, assignment marks and attendance score, is submitted to the college online by the teachers. Final internal marks are announced on the notice board and website for the information of the students, and forwarded to affiliating university for inclusion in semester result.

File Description	Documents
Any additional information	View File
Link for additional information	https://samarpancollege.org/wp-content/uploads/2022/03/2.5.1.pdf

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

The institution efficiently tries to redress the grievances of the students and it has a policy for it. The college declares the internal examination results prior to the final submission of the internal marks to the university, and puts it on notice board and website. The students are instructed to contact the examination committee if they have any complaint for the declared marks. Then they have to follow the procedure given in the policy to resolve the issue.

In the academic year 2020-21, internal terminal tests were taken online due to the pandemic. Many students had network issues, or server related problems. We rescheduled the papers in which the students faced server related issues, and a retest was conducted for the students who had network issues on the concerned day.

In spite of this, a total of 37 applications were received from students for internal examination related grievances via email or on paper. We consulted the technical expert. According to the expert the students got marks on the base of the questions they had attempted even if they failed to submit their responses. Some student's assignments marks were not uploaded. The committee reported the concerned teacher and marks were uploaded.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://samarpancollege.org/wp-content/uploads/2022/03/Exam-grievance-policy.pdf

2.6 - Student Performance and Learning Outcomes

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

Our institution is affiliated to Gujarat University. The syllabi of all core courses and elective courses are designed by various boards of studies of the university. The syllabi of all courses are available on the university website. When a new syllabus is introduced, IQAC instructs the concerned department for preparation of its PO, PSO, and CO. Once they are finalized, they are displayed on the college website. Thus, the faculty, students and other stakeholder can access PO, PSO, CO from college website. Besides this, the institute communicates these PO, PSO, CO to the students in 'Deeksharambh', an initiative suggested by the UGC. The programme is arranged at the start of the new academic year for the first semester students. In addition to that, each department organizes 'induction programme' for the newcomers, where the teachers provide details of PO, PSO, CO in depth.

Repetitively, at the onset of each semester, the concerned teacher shares the CO of her/his respective courses with the students. The teacher plans to deliver her/his course content in such a way that the targeted outcomes of program and course can be achieved. The college analyses result and feedback forms collected online from students to ensure whether the PO, PSO, CO are achieved or not.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://samarpancollege.org/wp-content/uploads/2022/03/Course-Outcomes_All-subjects.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Our institution measures the attainment of program outcomes, program specific outcomes and course outcomes through various modes of evaluation.

An analysis of course wise university result is prepared and submitted to IQAC by each department. The analysis becomes helpful to measure the attainment. If the university result and college result differs much in any course, the concerned teacher is instructed to improve her/his teaching-learning method and following result. Apart from this, the CIE also appends the institution to measure the attainment through creation of wall papers, group discussion, quiz, viva voce, and home assignments. Each teacher maintains an academic diary in which she/he makes note of the incremental progress in curriculum delivery and the methods employed to communicate learning outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://samarpacollege.org/wp-content/uploads/2022/03/2.6.2.pdf

2.6.3 - Pass percentage of Students during the year

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

247

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

2.7 - Student Satisfaction Survey

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

<https://samarpancollege.org/wp-content/uploads/2021/07/SSS-20-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.17

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

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

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

01

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://sahitya-akademi.gov.in/

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

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

03

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

3.2 - Research Publications and Awards

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

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

07

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

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

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

00

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

3.3 - Extension Activities

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

- The Academic Year of 2020-21 faced worst consequences of Covid-19 pandemic. In order to bring awareness about Covid Protocol and to sensitize them towards deprived section of the

society, students were given online training.

- Observing the SOP, teachers and students distributed sanitizers, masks, soaps etc. in the Adiwada and Vavol villages bringing awareness among citizens.
- Covid Protection Hygiene Kits, Fruits, Woolen Clothes etc were distributed in the neighbourhood community.
- Extension activities such as brining awareness about govt. schemes for SC/ST/OBC students were held under which District Section Officer Dr. Jagdish Vadhvana addressed the students online.
- Under environment protection drive, students were motivated to use G-Bike and a number of students started using them.
- In order to sensitize students towards teaching/learning at primary schools, a number of students taught at neighborhood primary schools for one week.

Sr. No.

Activity

Date

Place

No of Students

1

Reaching Out to Neighbourhood Schools

06-03-2021 to 13-03-2021

Adiwada

15

2

Sakshar Bharat Awareness Programmes (Swachchhata Campaign, Covid-19 Awareness)

24-10-2020

Vavol

11

3

Swachchhata Campaign, Covid-19 Awareness

26-10-2020

Adiwada

09

4.

Distribution of Kits

24-10-2020

Vavol

150

5.

Distribution of Kits

26-10-2020

Adiwada

150

6.

Distribution of Clothes, Fruits & Medicines

24-12-2020

Vavol

04 (Covid Lockdown)

7.

Distribution of Clothes, Fruits & Medicines

26-12-2020

Adiwada

03 (Covid Lockdown)

8.

G-Bike Awareness & Usage

25-02-2021

College

25

9.

SC/ST/OBC Social Welfare awareness Program

03-04-2021

College

67

10

SC/ST/OBC educational opportunities awareness with IGNOU

04/02/2021

Online MS Teams

28

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

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

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

04

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

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

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

06

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

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

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

247

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

3.4 - Collaboration

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

02

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

08

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has constituted a committee named the Infrastructure Development and Maintenance Committee. The committee suggests the plan for required facilities and need of maintenance in the existing facilities. Reviewing the requirements and the exigencies of the facility suggested by the committee, a plan is chalked out by the college management regarding the implementation of the suggestions. The priority is always given to the creation of such infrastructural facilities that aim student centric activities.

Classrooms:

There are total 17 classrooms, which are spacious and airy. The rooms are equipped with good benches, fans, lights, green boards and adequate connectivity to wi-fi signals. 5 overhead projectors, white screens and green boards. 8 classrooms have the seating capacity of 180 students in each; remaining 9 classrooms can include 80 students in each.

Computer lab:

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

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

1.Sports:

Sports room:

The institution has the well-furnished sports room with chairs, tables, two cupboards, two display boards, one green board, and a notice board.

The Bapu Foundation has given permission to use the sports ground adjoining to our premises situated in Sector-28, Gandhinagar for carrying out different sports activities throughout the year. The Foundation has allowed us to make use of the following infrastructural facilities:

Sr.no

Details of infrastructural facilities for sports

Remarks

Outdoor Games

1

One Sport room at second floor_ A wing

Room no.303

2

One Volleyball Court

18x9 meters

3

One Football Pitch

110x65 meters

4

One Kho-Kho Court

27x16 meters

5

One Cricket Ground

500 feet

6

One Kabaddi Court

13x10 meters

7

One Horse riding Arena

20x60meters

8

Running Mud-track

400 metres

9

Handball court

40 meters long x20 meters wide

Indoor Games

1

One Chessboard

8x8 grid

2

Badminton

1 practice court

3

Table tennis

1 practice court

2. Gymnasium:

A well-equipped under roof gym (area 10X30 meters) for weight lifting and physical workout training is developed by the Foundation. It also possesses the defense training equipments in it.

3. Yoga centre:

The school precinct at Samarpan Public School is used for International Yoga Day celebration. It can include more than 600 person for yoga performance.

4.Hall for Indoor Cultural Activities:

Room no. A-101 is utilized for practice of various cultural activities; it is also useful to organize competitions of debate, poetry recitation, elocution and singing.

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

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

05

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

05

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

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

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

1443204

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college library is registered with online cloud based Integrated Library Management System- SOUL Software. 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 with Multiple languages 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.

The college library contains many text books, reference books, journal titles, magazine titles, newspapers and 90 CD & DVDs in English, Hindi and Gujarati. The diverse collection includes Britannica Junior Encyclopaedia (1975), 10 Volumes of Britannica Ready Reference, 25 volumes of Gujarati Vishwakosh (Gujarati Encyclopaedia), 9 volumes of Bhagwadgomandal (Gujarati Encyclopaedia and Dictionary of Etymology), 4 volumes of Vedas and important Upanishad. 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.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

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

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

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

79451

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

15

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

4.3 - IT Infrastructure

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

The college undertakes to update all the computers with latest antivirus software. Annual maintenance contract has been assigned to an agency to update the IT facilities that include 12 computers, a server and 1 laptop used by non-teaching and teaching faculties along with 08 printers and a photocopier. The entire campus with wi-fi connectivity is in full swing with the assistance of Reliance Jio and NAMO Wi-Fi with 110 Mbps internet bandwidth. The website of the college is frequently updated to keep the stakeholders abreast with the news about college activities. The college has developed an android app to disseminate information to students and staff members which is available on Google Play store. Students and staff members can access this app through their mobile numbers registered with the college database.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://samarpancollege.org/wp-content/uploads/2022/03/4.3-it-infrastructure.pdf

4.3.2 - Number of Computers

42

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

765365

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The college takes due care to ensure optimum use and proper maintenance of available physical, academic and support facilities. 4 committees have been formed to look into the effective functioning of library and classrooms and the upkeep of sports events and ICT facilities.

Library:

The library committee assists the librarian in placing the order of books and subscribing magazines. The records of Book -Bank facility for students are maintained properly.

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. Various sports grounds and gym are maintained by an external NGO the Bapu Foundation.

ICT and CCTV:

Necessary repairing of the IT infrastructure and CCTV is carried out when it is required. Projectors in the classrooms are placed in such a way to protect it from dust and heat. Photocopier machines, scanners, printers and UPS-devices are maintained.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://samarpancollege.org/wp-content/uploads/2022/03/4.4-maintenance-of-campus-infrastructure.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

599

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

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

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the

institution / non- government agencies during the year

514

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

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

A. All of the above

File Description	Documents
Link to institutional website	https://samarpancollege.org/wp-content/uploads/2022/03/5.1.3.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

869

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

869

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

127

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

53

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

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

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

00

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

5.3 - Student Participation and Activities

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

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

00

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

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

The institution promotes students' participation in various activities of the college. One of the governing committees of college is 'SRC, Students' Grievances and Redressal, Anti-ragging, Discipline and Alumni Committee', which looks after the selection and election of Students' Representative Council. Our affiliating university has given us a directive to promote the representation of students in every possible way. The directive suggests that there should be one student representative per 50 students. The student representative is nominated on the basis of merit in their previous year examination. The council comprises of these representatives. They select/elect one General Secretary and at least one Ladies Representative. Ideally, the GS and SR come from the students of third year. There are four other key positions from SRC i.e. Cultural Secretary, Sports Secretary, Debate Secretary, and Tour Secretary. The active involvement of these six councilors in administrative, co-curricular and extracurricular activities is solicited for smooth functioning of the college.

The students' council shoulders many responsibilities as it is the connecting link between the college administration and students.

In the academic year 2020-21, due to pandemic time there were no continuous physical presence of the students throughout the year. The institution did not form the SRC.

File Description	Documents
Paste link for additional information	https://samarpancollege.org/wp-content/uploads/2022/03/SRC-GU-Circular.pdf
Upload any additional information	View File

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

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

10

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

5.4 - Alumni Engagement

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

Our institution has a registered alumni association. The Association actively participates and co-operates in the functioning of the college throughout the year. Meetings of the alumni association are organized regularly. The association is ever ready to help in cash or kind to the institute.

Our Alumni Association contributes financially for activities like medical checkup, blood donation, Thalassemia test and open competitive examination classes.

It also thrives to promote higher education in financially weaker section of society. For the purpose, it has decided to give scholarships to the students who are pursuing their graduation from

Samarpan college and coming from financially weaker family.

The association is determined to participate in the development and progress of the college. Its active involvement in various programmes strengthens the relationship among the past and present students.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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 various areas of the state.
- To emphasize on 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 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 50% 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 IQAC, in tune with the management, takes initiatives in planning, implementing and streamlining the various quality improvement strategies of the college and discuss the policies in the staff meeting prior to its implementation. The Recommendations are presented in staff meetings for suggestion and even they can also suggest their own ideas in keeping in line with vision and mission of the institution.

It is but obvious that the college management is always positive to pave the way in the direction of the stated vision and mission.

File Description	Documents
Paste link for additional information	https://samarpancollege.org/vision-and-mission/
Upload any additional information	No File Uploaded

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

To increase the efficiency and effectiveness; our administration is decentralized to a good extent. For the smooth conduct of the activities of teaching-learning, co-curricular and extra-curricular, the IQAC plans the activities at the onset of the academic year. For the purpose of beyond syllabus activities, various committees have been constituted. Once in a week, each committee organizes some student centric activity to motivate students for such activities.

As a part of decentralization, seven criterion coordinators, along with assistant criterion coordinators, are given the responsibility to look after the required activities. The criterion coordinators participate in the decision making by providing suggestions from time to time. The suggestions from the coordinators are incorporated in the action plan by the institution.

There are seven departments in the institution. The decentralizing planning provides the departments the authority and responsibility to complete the desired academic task in the best possible manner.

The departments hold regular staff meetings. The departments make a comprehensive academic calendar in accordance to the college and university academic calendars.

File Description	Documents
Paste link for additional information	https://samarpancollege.org/wp-content/uploads/2022/03/Latest-IQAC-formation.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective plan document is an important component of the college strategy development and deployment process. The institute has chalked out a distinct quality policy on the basis of students. The institute aims at students' overall holistic development in the field of curricular, co-curricular and extra-curricular activities.

The institution adopts a policy for quality education. The college has independent, distinct policies and objectives leading towards achieving the goals and mission. Under the headship of the Principal, several major strategic imperatives are identified and necessary efforts are taken to improve the thrust areas.

Teaching has been the first priority on the campus. And the year 2020-21, in the time of covid pandemic, we have maintained that tradition too. Initially, how to teach students was a mammoth task for us. But we tried our level best to impart online teaching last year.

After online teaching, the exam was a Himalayan task for us. But we can proudly say that we have successfully taken two online exams for each semester, and in this way we have taken 12 online exams throughout the year successfully. We have also initiated online assignment submission with the help of MS teams.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://samarpancollege.org/wp-content/uploads/2022/03/Strategic-Plan_2020-21.pdf
Upload any additional information	No File Uploaded

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

Being a grant-in-aid college, the institution has to follow the guidelines and directives of the state government. All the rules and regulations are strictly followed by the college.

Whole functioning of the system is graphically displayed through the institutional organogram, which is available on the institutional website. As suggested in the organogram Managing Trust is the supreme authority which takes due care of the smooth functioning of the college. Board of Governance is the strong link between the Trust and the Principal. The Principal regularly takes follow up from the Vice Principal and the IQAC about the overall functioning of the college. There are many policies and guidelines to administer the duties of the employees. The Principal oversees the routine function of the institute.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://samarpancollege.org/wp-content/uploads/2022/03/SACC Organogram.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution takes utmost care to reach out to the staff in every possible manner. To name a few measures, we have listed out some of them in a bulleted mode:

- Group insurance
- Provisions of different types of leave
- Fee waive for Class 3 & 4 Staff members
- Provident fund
- College uniform for non teaching staff
- For the self development of teachers two seminar (Paper presentation)/conference proceedings fees are to be given by Management.
- Tea Club (Canteen Facility)
- Felicitation on any research related achievement
- RO Drinking water
- On the spot primary medical(health care) facility
- Duty Leave is granted for the development of the teacher
- Provision of Covid Leave as per Govt norms
- Lift and Wheel Chair Facility for Differently- abled persons

File Description	Documents
Paste link for additional information	https://samarpancollege.org/wp-content/uploads/2022/06/Welfare-Schemes_6.3.1_2122.pdf
Upload any additional information	No File Uploaded

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

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

0

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

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

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

07

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

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

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

14

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

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

The college follows the PBAS prescribed by the UGC. The University/Govt has developed an API system of the teaching staff. It regularly evaluates it and then forwards it to the University authorities for the final validation of API scores. Recently we have completed this process for Dr. Manisha Rabari.

The outgoing students get an opportunity to evaluate the performance of their teachers and admin staff through the feedback mechanism.

The teacher's academic diary is also an assessment mechanism. It is a record of the teacher's work throughout the year. Moreover, weekly reports of various departments and teachers are to be taken every Saturday.

- Self appraisal and academic performance indicator forms are submitted by the teachers.

- Principal makes suggestions to faculty and staff for the improvement

- The teacher's academic diary clearly gives information of all academic, co curricular and extra-curricular contributions of a teacher. Academic diary is maintained by each faculty member

- Academic diary which reflects their overall performances during the academic year

It gives motivation and focus on teaching-learning process and research.

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

6.4 - Financial Management and Resource Mobilization

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

The college maintains utmost transparency in financial transactions and it regularly undertakes Internal and External financial audits. It also maintains all the records in an efficient manner- in physical statements as well as digital records.

The Internal Audit is carried out by the Principal and the Office Superintendent of the college periodically. The Second phase audit is done by the external and competent chartered accountants. The External Audit is done by the management appointed Chartered Accountant H.S. Jani and Associates.

In case of grants sanctioned by Government, the audit is carried out by the Government Auditors i.e. the employees assigned the duties to audit the Grant-in-Aid colleges functioning under the Department of Higher Education, Ministry of Education, Government of Gujarat.

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

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

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

541660

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

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

- College maintains an annual budget system and internal audit for the effective and efficient utilization of available financial resources.
- Proper accounts and utilization are ensured through financial planning at the beginning of the academic year. And financial auditing at the end of the financial year.
- Each committee has to present its financial budget to the Principal and BOG in the beginning of the academic year.
- BOG along with Principal and IQAC think over all the major lists to be done in the year.
- Financial assistance from Management is used for the salaries of all the full-time employees in the college. The number of such posts are 08.
- Funds mobilized as follows.
 - non-salary grants
 - Salary Grants
 - Fees collected from students
 - UGC grants for NSS, Finishing school, Placement cell
 - Alumni contribution
 - Management support
 - Certificate Courses
 - SDP
 - Students Scholarship

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

6.5 - Internal Quality Assurance System

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

the academic year, the IQAC has made significant contribution to grow the overall quality output of the institution. Following are some of the initiatives:

- Preparation of AQAR to be submitted to NAAC based on the quality parameters.
- Organization of workshops, in-house FDPs and seminars on quality related theme.
- Documentation of the various programmes / activities leading to quality improvement.
- To improve the methods of teaching-learning and evaluation.
- Ensuring the adequacy, maintenance and functioning of the support structure.
- To obtain feedback responses from students, parents, and other stakeholders on quality-related institutional processes.
- IQAC of our college is performing many important functions for the betterment of the institution like participation in AISHE, NIRF ranking, GSIRF, Faculty development programmes, online feedback etc.
- MS Teams ICT based classes conducted during Covid Pandemic
- IQAC Review meetings are held twice a term.
- Syllabus completion report are taken by teachers and there after a consolidated report by HOD

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

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

A regular review of teaching learning procedure plays a major role in quality assurance of educational institutional .The college has several mechanisms for evaluating teaching learning process. At the

top of the institutional mechanisms for continuous review of this process is the Principal along with IQAC. The Department heads and coordinators of various committees support this mechanism.

Student's feedback helps us to measure the effectiveness of teaching. Continuous evaluation of students through regular unit tests and assignments strengthen learning. Student's progress is tracked through department wise analysis of results.

The use of ICT, audio visual aids, group discussions, flipped class, quiz, and wallpaper preparation is encouraged. The participation of teachers in syllabus formation, BOS, seminars, workshops, FDP, university paper setting, paper assessment is also encouraged. Remedial classes are conducted for slow learners.

One of the evaluation methods is Assignment. The teacher gives unit wise questions and the student has to submit assignments in the given time. In the each semester the student has to submit it or else he will lose the marks.

The impact of these measures is reflected in growing performances of the students in cultural, sports and extension activities.

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

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

A. All of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our institute is a co-education institute. It has always been our topmost priority to inculcate notion of gender equity among our students and teachers. For this purpose, the Collegeiate Women's Development Committee and Internal Complaints Committee (ICC) organizes an Induction Programme for the newly admitted students, comprising of female and male students. Dr. Rucha Brahmhatt, HoD, Dept. Of English, SACC, who has been serving in the executive committee of an International organization like Women's League for Peace and Freedom (WILPF), guides the students about basic notion of gender and why gender sensitization is the need of the hour.

A course on Women's Writings in M.A. English

Awareness of legal provisions.

The entire campus is covered with CCTV and security personnel have been employed by the management 24x7 to guard the premises.

There is a separate room allotted to the girl student. A caretaker looks after the facility.

Easy access to ICC for guidance and counselling. for issues, if any.
android application to share feedback anonymously..

Llectures on women's physical and mental health issues

For enhanced privacy of female students in virtual classes, the User

ID carried their initials.

Separate whatsapp groups have been prepared for male and female students.

File Description	Documents
Annual gender sensitization action plan	https://samarpancollege.org/wp-content/uploads/2022/03/Gender-Sensitization-Plan-20-21-1.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://samarpancollege.org/wp-content/uploads/2022/03/7.1.1-gender-equity.pdf

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

E. None of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

Solid waste management: The institute has separate garbage bins for the disposal of the dry and green waste in the campus. The support staff has been advised to dispose the waste in the marked bins accordingly. Posters for the awareness regarding segregation of waste are displayed in the campus.

Garbage collection vehicle of Gandhinagar Municipal Corporation comes regularly to collect dry and wet waste.

In order to reduce usage of paper, much of office work is done through Paperless Office method. Internal communication takes place

on e-mail and other digital platforms. Teachers are advised to make optimum use of e- channels of communication; so that paper waste can be avoided.

The used answer sheets and assignment notebooks are sent to the paper mill for recycling purpose.

Liquid Waste Management: It is ensured that the liquid waste flows to the drain line and no spilling takes place on the campus.GMC has allotted underground drainage connection to the institution.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://samarpancollege.org/wp-content/uploads/2022/03/7.1.1-gender-equity.pdf
Any other relevant information	View File

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

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

E. None of the above

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

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

C. Any 2 of the above

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

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

In order to promote tolerance and harmony among students and peer groups, the institution has set up Mulyapravah Committee. Under the aegis of this committee and Cultural committee, a number of activities are organized to reinforce the idea of plurality and democratic fraternity.

The college offers value added courses in which the students are taught about Human Ethics, N.S.S. (values of social service irrespective of caste, creed, religion or ideology). Diversity is the bedrock of democracy. Every year, the college pays tribute to our national leaders who rose above parochial standards and unified our country. No student is ever discriminated against on the basis of his/her religion, caste or regional affiliation in the institute. There is a Code of Conduct in place at the institution, which is scrupulously observed by all the stakeholders to create inclusive environment.

On the occasion of the 64th Death Anniversary of Dr. B. R. Ambedkar, a talk was organized on the theme of 'Dr Ambedkar's Views on Social Cohesion' by Shree Anil Patel, the Former Additional Secretary, Rural Development Agency, Government of Gujarat on 06th December, 2020.

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

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

In order to turn the students into better citizens of tomorrow, the institution undertakes activities to impart lessons in constitutional patriotism. At the very outset, the students are familiarized with the concept of constitutional patriotism and parochial jingoism and how the latter is detrimental to the welfare of the nation.

Every year, the Constitution Day is organized in the campus and the Preamble to the Constitution is read out by students and teachers. The oath to follow Fundamental Duties enshrined in the Constitution is administered to one and all. All the stakeholders are sensitized with the obligations, while we enjoy fundamental rights. Through various extension activities of NSS, students get first-hand experience of inequality, deeply embedded belief system prevalent in the society. They seek to spread the word of fraternity, equal rights through street plays and awareness drives.

On 25th January; on the occasion of National Voters' Day, the pledge is taken by all the stakeholders to cast their vote without fear and favour. All the stakeholders invest their faith in the Indian Constitution and affirm their unwavering allegiance to this supreme treatise of our democratic country.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code

A. All of the above

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

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

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

It has been a long standing practice in the institution to celebrate National Days like Independence Day and Republic Day with great fanfare. The institution invites a person of eminence on these occasions and flag hoisting is done by them. Many a times, Defence Personnel from the Army and Air Force have obliged us by accepting our invitation to be the Chief Guest on this occasion and motivating the students and employees alike. Cultural programmes are held in which the students participate whole-heartedly.

The institution also celebrates birth anniversaries of Mahatma Gandhi, Sardar Patel, Swami Vivekanand, Dr Ambedkar, Dr Radhakrishnan and organizes events like book exhibition, painting competition, elocution, essay writing competition. Various Days like Teacher's Day, Day of Indigenous People, World Population Day, International Day of Migrants etc

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

7.2 - Best Practices

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

The Institute has adopted following best practices:

(1) Reaching out to Neighbourhood Schools: 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 extension activities in nearby villages and after realizing a huge crunch of supporting staff in Government Primary Schools, the initiative has been taken up. Hence, interested students volunteer in the neighbourhood schools at least once in a fortnight as participatory human resource round the year

Digital Transformation: In order to promote paperless office culture, the institutional administration has moved to digital operational mode to facilitate various aspects of teaching-learning and admin office work. Even before the outbreak of Covid-19, the college had been using digital technology. But with the onset of the pandemic, drastic changes have been ushered into the daily functioning of the institute. Teachers have been making use of e-platforms like Microsoft Office and Google Meet to reach out to students. Instead of handing out study material in hard copies, teachers post the study matter on Microsoft Teams and Google Classroom, asking students to access it virtually and not getting it printed.

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

7.3 - Institutional Distinctiveness

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

The aspiration of our students' personality development and capacity building is our distinct dream. To prioritize that goal we have enlisted many activities of which eight special activities we could do during the year 2020-21, namely expert lecture series, faculties' and students' exchange programme, language skill development through three certificate courses, and activities for value addition.

Detailed description of each activity is uploaded on the institutional website. Here is the weblink of it:

<https://samarpancollege.org/wp-content/uploads/2022/03/7.3.1.pdf>

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

7.3.2 - Plan of action for the next academic year

1. To award scholarships to bright students through college management and alumni association.
2. To promote the research culture in the institute, prepare students to undertake research projects through Shree Shankersinh Bapu Research Chair.
3. To felicitate the teachers who are recognized as Ph. D. guides/supervisors.
4. To motivate the faculties to publish books and research articles through journals.
5. To organize national/state level seminars to promote research activities of the institute.
6. To strengthen the scope of mentorship, the mentor-mentee system of the college shall be modified.
7. For quality enhancement and sustainability of the campus, to opt for various types of external audits such as Eco audit, Digital audit, Gender audit, Health audit etc.
8. To go hand in hand with the environment, it is high time to surrender to alternate energy resources. (to install solar panels and wheeling to the greed functions)
9. To give larger stage to the students, to organize more cultural activities in collaboration with other institutes.