



YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	H.L.PATEL ARTS AND COMMERCE COLLEGE
• Name of the Head of the institution	Dr Mansukhlal D Savsani
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02826274444
• Mobile No:	9429376474
• Registered e-mail	hlpatelcollege_bhy@yahoo.co.in
• Alternate e-mail	hlpatelcollege@gmail.com
• Address	Station Road, P. O. Box No-20
• City/Town	Bhayavadar
• State/UT	Gujarat
• Pin Code	360450
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Grants-in aid
• Name of the Affiliating University	Saurashtra University
• Name of the IQAC Coordinator	Dr Kiritkumar M Mayavanshi
• Phone No.	08980558788
• Alternate phone No.	7202053721
• Mobile	7202053721
• IQAC e-mail address	iqac.hlpatelcollege@gmail.com
• Alternate e-mail address	hlpatelcollege@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	http://hlpatelcollege.co.in/agar.html
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://hlpatelcollege.co.in

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.55	2008	16/09/2008	15/09/2013
Cycle 2	B	2.79	2014	01/05/2014	30/04/2020

6.Date of Establishment of IQAC

02/08/2013

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
Institution	NSS	State Government	2022-23	92300
Institution	KCG	State Government	2022-23	335950
Institution	Salary	State Government	2022-23	25201534

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	2	
<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 	View File	
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)		
Preparing academic calendar for better academic performance		
Accomplish the college infrastructure development and maintenance work.		
Planning and utilization of various grants.		
Efforts being made to register the P.T.A. Association		
Student centric activities and quality enhancement in teaching learning programme. Planning According to the new syllabus and implementation of it.		
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>1 To start new programmes 2. To initiate short term/addon/skillbased courses 3. To make efforts to arrange campus interviews 4. To continue efforts for collaboration with NGOs</p>	<p>many shortterm/addon and skillbased courses that were initiated in this year . students participated in the campus placement drive initiated by the Commissioner of Higher Education As many two NGOs have tied up with the College for various activities related to Health, Hygiene, Environment, Skill development, sharing of academic resources etc.</p>
<p>Developing and promoting innovation in teaching learning</p>	<p>The teaching learning activities of the college has been hit hard by the Covid 19 Pandemic. adapting to the new normal and greater adoption of ICT in teaching learning has become important. Most of the faculties of the institution conducted online classes to make the UG students aware of their syllabus and basic learning. online assignment and quiz were also conducted for learners.</p>
<p>To monitor newly started programmes in the institute</p>	<p>IQAC and department of respected programmes are continuously monitoring newly started programmes in the institution.</p>
<p>Plan for the Recruitment of new faculties</p>	<p>The Institute recruited two faculties in the commerce department</p>
<p>To organize conference/workshop/competition on various subjects</p>	<p>poem reading, online admission process, online curriculum activities were arranged</p>
<p>Learn ABC ID of the students</p>	<p>New Admission Process requires ABC ID of the students</p>
<p>To organize Sports events and NSS event</p>	<p>Various sports activities were organized by respective unit in the institute and prepare</p>

	students for University, state and national level competition.				
To extent the work and activities of IQAC Like skill Development.	IQAC plan and monitor various activity during the year and discuss in the upcoming meeting and try to resolve it.				
13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Shri Sarvoday Kelavani Mandal</td> <td>12/01/2023</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Shri Sarvoday Kelavani Mandal	12/01/2023
Name	Date of meeting(s)				
Shri Sarvoday Kelavani Mandal	12/01/2023				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2023</td> <td>24/02/2024</td> </tr> </tbody> </table>		Year	Date of Submission	2023	24/02/2024
Year	Date of Submission				
2023	24/02/2024				
15. Multidisciplinary / interdisciplinary					
<ul style="list-style-type: none"> Interdisciplinary research centers or institutes fostering collaboration between faculty from different departments to tackle interdisciplinary research questions. Multidisciplinary curriculum committees comprising faculty from various departments to ensure alignment with industry demands and interdisciplinary learning opportunities. Multidisciplinary teaching teams implementing innovative pedagogical approaches that draw from diverse disciplines to enhance student engagement and learning outcomes. Multidisciplinary outreach programs that involve students and faculty from various disciplines in community service, addressing local needs through collaborative efforts. 					
16. Academic bank of credits (ABC):					
<p>Academic Bank of Credit for which we had applied last year to the affiliated university has been started from this year onwards. We have made ABC ID of all the students who have taken admission in the college.</p> <p>So the institute follow the guidelines issued by the affiliating</p>					

university is being implemented by the institute and the registration process of students have been started.

17.Skill development:

- Survey students, faculty, and employers to identify key skills gaps and areas for improvement.
- Analyze industry trends and job market demands to determine relevant skills for future employment.
- Identify core skills such as critical thinking, communication, collaboration, problem-solving, creativity, digital literacy, and leadership.
- Tailor skill development initiatives to meet the specific needs of different disciplines and career paths.
- Develop a variety of activities to target different skills, including workshops, seminars, guest lectures, hands-on projects, internships, and extracurricular activities.
- Collaborate with faculty, industry experts, alumni, and student organizations to design and deliver skill development programs.
- Integrate skill-building components into academic courses to ensure holistic development.

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

It has not been implemented in our institution yet

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

- Education must have outcome and we as team focus on result oriented education
- for the best outcome we use technology and make students aware of different competitive exams.
- we create opportunities for students for their better future and employment
- As a part of teaching learning process, we as faculties make students aware of their goals and try our level best to outcome the better results.

20.Distance education/online education:

1. we make students aware about SWAYAM PORTAL for online short term course.

Extended Profile

1.Programme

1.1

55

Number of courses offered by the institution across all programs during the year		
File Description		Documents
Data Template	View File	
2.Student		
2.1 Number of students during the year		410
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		201
File Description		Documents
Data Template	View File	
2.3 Number of outgoing/ final year students during the year		270
File Description		Documents
Data Template	View File	
3.Academic		
3.1 Number of full time teachers during the year		19
File Description		Documents
Data Template	View File	
3.2 Number of Sanctioned posts during the year		3

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	15
4.2 Total expenditure excluding salary during the year (INR in lakhs)	522000
4.3 Total number of computers on campus for academic purposes	60

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- The college is affiliated to Saurashtra University, Rajkot and follows the curriculum designed by the university.
- The University prepares an academic calendar that specifies the duration of the semester, the date of commencement and end of semesters. CBCS/elective course system and Semester System have been implemented in all UG courses
- At the beginning of academic year, an Action Plan, Academic Calendar and TimeTables are prepared and circulated on the WhatsApp group,
- HOD arrange a meeting and distribute the Syllabus to all faculty members. Teachers prepare Teaching Plan as per the academic calendar and Learning Outcomes.
- To make learning easy, we provide study materials, old question papers, video lectures and subjective online quiz with use of ICT
- To make learning effective and strengthen, various co-curricular activities are organized. All the activities are guided and monitored by the HOD. If there are constraints to complete the curriculum, extra classes and practical sessions are conducted
- The whole teaching-learning process is monitored regularly and feedback and suggestions received

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

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

- The College prepares academic calendar accordance with University Academic Calendar. The objective behind the preparation of academic calendar is that there should be maximum working days to complete the syllabus.
- The Principal conducts meeting with the HoDs and staff regarding smooth implementation of the academic calendar and conduct of CIE. Out of the 30 internal marks of each course, 15 marks are given based on the unit tests and 15 marks are given based on assignments, seminars, attendance, workshops, book review, projects, etc.
- The time of Internal Examination (15 Marks) is mentioned clearly in the academic calendar. Department decides the schedule of continuous assessment (15 Marks). All the faculty members follow the academic calendar to complete their CIE task.
- Assignments are given well in advance and the departments ensure their submission as per schedule.
- Internal marks are displayed on the notice boards as well as college website to ensure transparency and correctness before they are forwarded to the university.
- The HODs monitor attendance and progress of the student every year.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University

B. Any 3 of the above

Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

14

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)

2

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

44

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

24

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**

- The College affiliated to Saurashtra University, Rajkot. The University designed curriculum, on the basis of gender, Environment and sustainability, human values and professional ethics. The core courses having ethical value will be a part of value education leading towards sensitizing the students on the value of life and preparing them for life.
- Gender equality is an important human right. Our constitution gives equal rights to man and woman apart from their gender. Following generic courses regarding Gender Equality are introduced in our curriculum to aware UG students.
- Human Rights
- Indian Constitution
- Environmental studies are very important nowadays. The need for sustainable development is key to the future of mankind. Continuing problems of pollution, loss of forest, solid waste disposal, degradation of the environment, issues like economic productivity and national security, Global warming, the depletion of the ozone layer and loss of biodiversity have made everyone aware of environmental issues. It is clear that no citizen of the earth can afford to be ignorant of environment issues. Environmental management has captured the attention of health care management. Managing environmental hazards has become very important. Human beings have been interested in ecology since the beginning of civilization. Even our ancient scriptures have emphasized on practices and values of environmental conservation.

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

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

Nil

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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)	No File Uploaded

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

Nil

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the

B. Any 3 of the above

syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

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

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

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

520

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

201

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 Institute is situated in a rural area. The process of admission is transparent and on merit basis. In each class, heterogeneous groups of students are admitted. As early as possible, we identify slow and advanced learners by conducting the first internal test. Slow and Advanced learners are also identified through:
 - Academic history
 - Parent feedback
 - Performance in class test
 - Performance in assignments
 - Aptitude test
 - Counselling
 - Orientation programme
 - Involvement in academic and curricular activities
 - Academic reports
 - Faculty feedback
- The institution responds to the needs of these Advanced learners through the following manners:
 - Motivate to secure rank & distinction in University examination The numerous intellectual and cultural programmes within and outside the campus provide exposure to develop their innate talents in organizing and it also serves as a platform for interaction

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

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

Number of Students	Number of Teachers
933	49:1

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

- The Institution practices several student-centric participatory learning methods.
- Participatory learning activities like the presentation of seminars, assignments and project work.
- Students are encouraged to participate in Seminars, Workshops, 'Saptdhara' program, NCC, NSS and other competitive events.
- Remedial coaching is provided for weak and slow students.
- Revision of practical work is beneficial to both slow and advanced learners
- Various departments conduct a number of activities like seminars, debate and elocution on current issues, group discussion, and science quiz.
- A culture is imbibed among the student that the acquisition of the knowledge and the skills not only takes place during their affiliation with the college but it is a lifelong learning process
- Special computer training workshops for those who do not know the computer. Industrial/ field/ Educational visits/ Field training.

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

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

- All the teachers of the institute are ICT enabled. They teach in the classroom through their PowerPoint presentations. If found necessary, the teachers of the college took their lectures online through the MS Team software and Google Meet.

- The institute also provided training to teachers on making video lectures.
- All the teachers of the institute made video lectures on their subject and uploaded it on the college and personal YouTube channels.
- The institute wants teachers to prefer and use technology in the classrooms all the teachers know how to conduct online classes and making videos

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

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

2.3.3.1 - Number of mentors

1:49

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	No File Uploaded

2.4 - Teacher Profile and Quality

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

19

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

7

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**

249

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.

- In order to ensure rigor and transparency in the internal assessment, the examination committee is formed internally.
- The ratio of the weightage of marks in core compulsory subject is 70% through External Exam and 30% through continuous internal evaluation as per the university rule.
- The systems of internal assessment notifications are communicated to the students well in time. The setting of question papers as per the university examination pattern.
- The facility of in-house printing of the question papers is available. Examination committee prepares the in-house

printing schedule and the representative of the respective department remains present accordingly to maintain secrecy. The respective faculty evaluates the test papers promptly and answer papers are submitted to college factotum with in time.

- MCQ
- Assignments
- Seminars
- Book review
- Projects
- Mark sheets of internal marks are circulated. The rechecking/reassessment system in the internal examination is available. The rules for gracing decided by the examination committee are communicated to students.
- The external practical examinations are also conducted and the result is submitted to the university by examiner. Students are giving instruction regarding practical exams and their doubts regarding practical exams are cleared
-

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

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

- College level:
- If students are dissatisfied with result in the Internal Test, they are allowed to apply for Rechecking/Reassessment by filling in a prescribed form along with the fees for the same.
- The answer sheet/s of such students are sent to the Head of the Department by the Principal/Examination Committee. The HOD gets the reassessment done and submits the result along with his report to the Examination committee. If there is an improvement in the result, it is rectified soon.
- University Level:
- If a student is dissatisfied with his/her result in the University Exam, she/he can tender an application in the college in a prescribed format in the stipulated time (15 days).
- The college forwards the application to the University for the needful action.
- Other examiners according to the rules of the University reassess such answer sheets.

- The University declares the result when the procedure of reassessment is over.
- The examination committee takes complete responsibility along with the office staff to conduct the entire examination process and address the grievances related to exam.
- Grievances related to exam are quickly addressed and office staff and exam committee help the students to set right any difficulties related to exam and results

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

2.6 - Student Performance and Learning Outcomes

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

- The BOS of affiliating university prepares the syllabus of each course of the subject. Syllabus of each course communicated to colleges and also available on the University website.
- Starting of academic year HOD of each department arrange a departmental meeting regarding the Distribution of Syllabus to all faculty members. The department prepares Programme Outcomes(POs), Programmes Specific Outcomes (PSOs) and Course Outcomes(Cos). The POs, PSOs and COs and link of the syllabus of each programme and course are displaying on College website and hence the students can access any time online.
- Besides these, each subject teacher makes sure that the outcomes are specially explained and notes on these are given so that the students are well informed.
- Besides these, the entire programmes and special lectures and discussion in the classroom teaching are centered around these. Hence, there is a continuous communication of the POs, PSOs and COs.

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

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

- **Direct Method :**
- The CO is assessed through internal examinations and a final examination at the end of the semester.
- The questions for the examinations are framed in line with COs and the attainment is assessed from the answer scripts.
- The results of the final examinations are used to measure their attainment of POs and COs. The overall CO is calculated by taking the average of percentage attainment of internal assessment and final examination. Computing all COs attainment enables the assessment of POs attainment.
- Various Co-curricular activities like seminars, workshops, book review, projects, assignments, etc. are also useful for the attainment of POs and COs.
- **Indirect Method :**
- The feedback of students, teachers and alumni is collected and analysed for CO attainment.
- Suggestions for the improvement of POs are communicated to the University. Proportional weightage is given to every portion in a paper as the questions asked in internal exams and assignments are mostly aligned with the COs of the respective subject.
- Mechanism to analyze data on the student performance and learning outcomes to use it for planning and overcoming barriers of learning:
 - Result analysis
 - Remedial Coaching
 - Identification of weak/advanced learners
 - Feedback mechanism and action-taken report

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

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year**

179

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)**<http://www.hlpatel.co.in>**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)**

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

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

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

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

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

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

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

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

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

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

3.3 - Extension Activities

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

- To communicate and sensitize students to social issues and for their holistic development and to make them understand their social responsibility, and to take them classrooms to real life, we have an active NSS (National Service Scheme) which consists of an NSS coordinator, one woman faculty member and 5 student members. This committee performs a unique mentoring process through which many social activities are conducted in a neighbouring society. These extension activities influence the students, their understanding of the problems in the rural and urban areas of the state, the various policies of the Government or the society and their impact on human life are brought to the perception of the students. They are encouraged to participate in various community development programs to develop their allaround personality. Self-discipline, loyalty, respect and patriotism is nurtured among the NCC students. As a part of the whole exercise, the college has adopted nearby villages. In addition, the students are involved in the below-mentioned activities
- The NSS (National Service Scheme) conducts annual camp in the neighbouring villages for 7 days, which helps them to mingle with the village and rural people to understand their lifestyles and needs better. Various activities enable the students to cultivate the much-needed traits like selfconfidence, leadership, self discipline, commitment and devotion, hard work and teamwork and the same qualities will help them to excel in academics as well. The students accumulate new knowledge, experience changes in their attitude

and behaviour positively towards the socially deprived or oppressed.

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

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

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

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

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

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

7

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

510

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

3.4 - Collaboration

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

Nil

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

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

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

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- The campus of the institution is spread across one acre and there is also playground that is attached to the campus ground spreading across more than one acre.
- buildings for different courses are separated from one another so there is enough space and classrooms for the teaching learning process.
- There are more than sixteen classrooms and library that is full of different reference books related to various courses.
- The institute has separate buildings like Arts building, Science building, Commerce building, Science Building, Law Building and Central library building and Hostel building. The college is well equipped with the following teaching-learning facilities.
- Each department has a well-equipped staff room and all staff have computer, printer and internet facility. The campus is Wi-Fi with 5 routers. The faculty members make use of this facility for updating their knowledge and in delivering the lecture.
- The entire campus is under CCTV surveillance.
- The entire campus has different washrooms for boys and girls

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

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

- The huge campus of the institution helps a lot for cultural, yoga, sports and outdoor games.
- it is essential that an educational institution should take care of the physical and athletic capabilities also. The institution has always tried to produce students who become part of the University and State level teams. The Physical Director conducts intercollegiate tournaments and Annual Sports Day every year. Necessary playgrounds, equipment, kits and sportswear are all provided with.
- The college is home for immensely talented students and faculties who take care to nurture the innate talents of the students. The Saptdhara and Cultural Committee focus on polishing the skills of students, under the guidance of the faculty in charge. The college has one open-air multipurpose Stage and two halls which are used for organizing the major cultural events of the college. The college takes part in the University Youth Festival every year.

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

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

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)**522000**

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

- The college has a library committee to take care of the issues related to the Library. The principal is the Chairperson and the Librarian is the co-coordinator of the committee. All the Heads of the Department are the members of the committee.
- The Library Committee plays an important role in deciding the infrastructural requirements of the library, particularly with regard to purchasing of books, journals, software and providing access of online journals to the Departments.
- The College has a good collection of about 4712books. A good number of books and journals are added every year. The General Library subscribes 8Periodicals, Magazines and Research Journals and 4Newspapers.
- The Library has online access to which provides access. Total number of computers for public access: 04 Printer: 01 Regular activities like book exhibitions, GK Conner, Wall Paper The college provides old paper sets of University as well as College exams Dissemination of new arrivals

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-**C. Any 2 of the above**

books Databases Remote access toe-resources	
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
10500	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	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	
90	
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	
<ul style="list-style-type: none"> The institution often updates its information and technology facilities along with wi-fi as and when required so that no online work remains incomplete. 	

- The College has successfully oriented the campus and office activities towards integrating IT into everyday activities. IT has been amalgamated into the college activities for improving the quality of teaching, learning and evaluation processes, and also for making the administrative processes user-friendly, efficient and transparent
- The Administrative office is fully automated and OS and all clerks facilitated with computers, printers, barcode scanner, LAN, etc. It also facilitated with software like Office Management software, Online Scholarship Management Software, Feedback Management Software (Students, Alumni, employers & Parents), Online Examination Software, Online Admission & Fee Management Software, Library Web with OPAC, DMS with Offline Portal- Software etc.
- The college has also facilitated with software like WINEHOME 10 SNGL OLP NL, WIN PRO 10 SNGL OLP and MICROSOFT OFFICE PRO 2016 SNGL OLP NL for office and library use. The CYBERROM 10 ING FIREWALL software for internet security and distribution management is also purchased.

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

4.3.2 - Number of Computers

60

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

C.10 - 30MBPS

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

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)**

522000

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

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

- The college has well-established machinery in place for maintenance of campus facilities. This is primarily achieved through the monitoring of various committees like Academic Council, Planning Board, Building Committee, Purchase Committee and IQAC with necessary support systems
- The college has made adequate arrangements for the maintenance and upkeep of the college infrastructure. The management ensures that enough UGC grants and funds are allocated and then utilized for the maintenance. We have a committee to ensure optimum allocation and utilization of the available finance.
- The institution collects the suggestions and complaints from the students and staff members. The committee classifies it on the basis of requirements and then it is forwarded to the head of the institution.
- The head of the institution solves the problem and makes suggestion to related person who looks after the maintenance task. Analyze them. Allocate appropriate financial aid to the requirement.
- Invite tenders from different agencies. Compare it and select tender on the basis of lowest cost qualitative work.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

280

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

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

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

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

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	C. 2 of the above								
<table border="1"> <thead> <tr> <th data-bbox="86 439 550 506">File Description</th> <th data-bbox="550 439 1471 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 550 613">Link to institutional website</td> <td data-bbox="550 506 1471 613" style="text-align: center;">Nil</td> </tr> <tr> <td data-bbox="86 613 550 680">Any additional information</td> <td data-bbox="550 613 1471 680" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 680 550 824">Details of capability building and skills enhancement initiatives (Data Template)</td> <td data-bbox="550 680 1471 824" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Link to institutional website	Nil	Any additional information	No File Uploaded	Details of capability building and skills enhancement initiatives (Data Template)	View File	
File Description	Documents								
Link to institutional website	Nil								
Any additional information	No File Uploaded								
Details of capability building and skills enhancement initiatives (Data Template)	View File								
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
135									
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
135									
<table border="1"> <thead> <tr> <th data-bbox="86 1198 550 1265">File Description</th> <th data-bbox="550 1198 1471 1265">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1265 550 1332">Any additional information</td> <td data-bbox="550 1265 1471 1332" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1332 550 1552">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td> <td data-bbox="550 1332 1471 1552" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File			
File Description	Documents								
Any additional information	No File Uploaded								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File								
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 of the above								

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

6

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

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

5.2.2.1 - Number of outgoing student progression to higher education

17

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

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

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

examinations) during the year

File Description	Documents
Upload supporting data for the same	No File Uploaded
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.**

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

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)

- Each subject has a Vartul. The students of each subject are the member of the subject of the Vartul. Each departmental Vartul runs a "Wall magazine".
- Every year in our institution we organize various activities including indoor-outdoor games, annual function, various days and extra curricular activities and all these activities are handled by students with the guidance of faculties
- The HOD nominates one male and one female student as Student Representatives based on their merit in the respective subject. This Vartul works as a bridge between the institution

and students and ensures a smooth and timely dissemination of information and solution of some problems. It also facilitates various activities in the classrooms and college campus.

- The Student Representatives play an important role in maintaining the code of conduct of the college and reporting any disciplinary issues to the committee members.
- The representatives help the class teacher in conducting class activities, Unit Tests, assignments as well as attendance of students.
- The representatives help the class teacher in conducting class activities, Unit Tests, assignments as well as attendance of students.

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

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

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

13

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

5.4 - Alumni Engagement

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

- There is a registered Alumni Association that contributes significantly to the development of the institution through

financial and/or other support services

- Our Alumni Association helps us during annual function, various sports and cultural
- some of the alumnis work in our institution

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

- Shri H.L. Patel Arts, Commerce, Science and Law College, Bhayavadar was started by Sarvodaya Kelvani Mandal, Bhayavadar in 1976 by donors truly devoted to the aim of education with a view to imparting higher education to brilliant but socially backward and economically poor students belonging to the rural area.
- This college is only one tri-faculty (Arts-Science & Commerce) college of the University. Ever since its establishment, the institution is benefited with sighted Managing Authorities and enthusiastic Principals. The institution has spent 46 years of its esteemed existence.
- This institution is fulfilling its mission and vision and has fortified a number of youths with higher education. Three generations of people of this area have acquired higher education through this institution. In this smooth and successful completion of 46 years, a great contribution of local society has remained notable
- **Vision:**
- To educate and enable youth to enhance the dignity and progress of the society as well as the nation.
- **Missions:**

- To make the rural youth aware and obedient of constitutional values like democracy, secularism and freedom of opinion and to make them execute the duties of a true citizen sincerely.
- To nurture them at gender equilibrium in order to avoid partiality with regard to sex in daily life.
-
- To make the youth live in honour by undertaking inherited and traditional business by employing appropriate technology.

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

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

- The Governing authorities of Mandal take the lead in the governance and management of the institution. The Managerial Body and Executive committee of the management along with the Principal support day to day functioning of the Institution administration.
- The management inspires the staff members by its personal interaction during get together meetings and motivates the staff to give the best in the teaching assignments. Authority and executive members of Management are always available to guide us for the overall development of the Institute.
- They encourage and sanction funds to utilize the funds for different developmental activities of the college. They also contribute generously in terms of awards and recognition to deserving candidates.
- The college practices decentralization and participative management by constituting Institution level committees and assigning work to different committee members.
- Each committee is headed by a convener and few members under the chairmanship of the Principal. The official notice is issued along with the guidelines defining the roles and responsibilities of the committees.
- Policies and plans are constituted, monitored and evaluated by IQAC
- The Principal, Vice Principal, Faculty In-charges, HODs, Administrative Coordinator and the various committees implement the plans and policies together
- The staff members participating in the execution of the

institutional activities are motivated and good work is appreciated by the authority

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- Strategic plan and Deployment The college follows a formally stated policy.
- After accreditation by NAAC in 2007, the IQAC was constituted. The IQAC comprises of eight senior faculty members. This committee in consultation with the Principal heads of various departments and as per requirements of NAAC plans and deploys various policies that improve the quality in the institution.
- The policies and decisions are reviewed at the Principal's meeting with the Heads and corrective measures are taken if need be.
- Regular meetings of the Managerial body and IQAC The feedback system (From Stakeholders, Alumni, Staff, Parents and Students) IQAC Academic Audit Team visits the departments (once in a Semester).
- Regular visits of the Principal to the departments and interaction with heads of the departments Heads of the departments monitor the system of each department regularly. Faculty meet for feedback twice in a semester.
- The Principal of the institute is a liaison between the students and the Management. Infrastructure requirements (Academic, Research, Physical) for the institute are conveyed to the management and the Principal sees to it that they are fulfilled. Policies and plans are constituted, monitored and evaluated by IQAC.
- The Principal, Vice Principal, Faculty Incharge, HODs and the various committees implement the plans and policies together

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

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

- Infrastructure requirements (Academic, Research, Physical) for the institute are conveyed to the management and the Principal sees to it that they are fulfilled.
- The Management also appointed Vice-principal, Administrative Coordinator and three Faculty I/Cs for strengthening administrative and academic activities
- The HOD of each department leads the academic and administrative work of the concerned department. The HoDs are given total academic freedom by the Management.
- The Principal, head of the institution constitutes different committees at the beginning of each academic year for the smooth functioning of Administrative, Academic, Extracurricular and Research activities.
- IQAC Admission Committee
- Time-Table Committee
- Library Committee
- Grievance Redressal Committee
- Cultural Committee
- Sports Committee
- Examination Committee
- Anti-Ragging Committee
- SC/ST/OBC Cell
- Finance Committee
- Research Committee
- Saptadhara
- Career Guidance Centre
- Women Development Cell
- NSS
- NCC
- Science Society
- The recruitment of the teacher is as per the norms of the UGC, State Government and the affiliated University. The institution working

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

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

B. Any 3 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)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

The Welfare measures provided by the institute for teaching and non teaching staff are as under:

- Various leaves are available to teaching and non-teaching staff are vacation leave, Casual Leave, Earned Leave, Medical Leave, Maternity and Paternity Leave
- There is a Registered Co-Operative Credit Society on the Campus, directed and managed by the staff. This credit society provides various services like deposit and loan to its shareholders up to a limit.
- Gratuities, Pension and all other such Government welfare schemes and measures are given to the staff
- First Aid Facility on the campus
- Additional Facility of the Central Library, computer and laboratory are provided to teachers conducting research.
- Duty Leave is granted to teachers to participate and present

papers in seminars

- Grievance Redressal Cell takes care of the complaints of the students as well as staff.
- Sexual Harassment Policy: A Women's grievance redressal cell for addressing complaints regarding sexual harassment
- Free Wi-Fi facility throughout the college.
- Complete support and assistance is provided to the faculty for pursuing higher studies and Research Projects

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

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

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

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)	No File Uploaded

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

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

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

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

2

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 has an effective performance appraisal system for both teaching and non-teaching staff. For assessing performance related to teaching, the evaluation indicators are academic excellence gained by the students, learning the outcome of the students and the API scores of the faculty. For non-teaching staff, the indicators are efficiency, economy and

time-bound completion of tasks.

- It is a mandatory process for every teacher to have the self appraisal form furnished by College every year. In this stage, the teacher furnishes the form in such a manner that it sheds light on the activities pertinent to the creation and dissemination of knowledge apart from the teaching-learning process.
- It also evaluates the involvement of the teacher in the extracurricular and co-curricular activities. Participation in seminars and conferences; presentation of papers in seminars and publication of articles in journals and involvement in extension activities are also assessed at this juncture.
- The self-furnished appraisal form transfers to the IQAC through HOD. This introspective mechanism equips the teacher to chalk out plans to strengthen the areas to which one is not accustomed.
- Teacher's Evaluation by Students
- The students get an opportunity to evaluate the performance of their teachers through an online questionnaire on website and Android App. The parameters evaluated in the rating scale.

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 accounts are done by Tally software so authorities can monitor entries. There is a mechanism of checking, rechecking and crosschecking of accounts by the Accountant, Office Superintendent, Administrative Coordinator and Principal periodically.
- Besides, an arrangement is made by the management for internal audit at least two times a year by C.A. firm, Patel Mankad & Co., Ahmedabad. In the case of spending of UGC grant, there is IQAC, Finance Committee and Library Committee.
- It finalizes the purchase of necessary equipment and books of the Institute. All purchases are done through a tender system
- The state government periodically also does an external audit. The grant of state government is finalized only after the

audit.

- last government audit was done in January 2019. There were no major objections raised by the auditor.

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)

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

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

- **Mobilization of funds:**
- The sources of fund for the Institute are The grant from State government
- The grant from UGC under various schemes Fees from aided courses
- Fees from courses under Self Finance Programmes
- Utilization Policy
- Financial resources are available through State Government, UGC and various fees from students which are utilized and monitored by the top management, Principal, Accountant & different committees.
- The State Govt. provides grants only for the salary of the staff (teaching and non-teaching) working in aided departments.
- Fees from the courses under SF are the main source of fund for the Institute which is used for the various needs. The major

part of it is used for the salary of teaching and non teaching staff working in the SF departments.

- Seven teaching posts and half of the non teaching posts under aided departments are vacant. The management appoints part time/visiting teachers and non-teaching staff against vacant posts. A part of this fund is used for the salary of part time teachers and staff.
- The Managerial body and IQAC of the college from time to time according to the need of the college decide the policy and procedure for resource mobilization.
- The Managerial body and IQAC of the college from time to time according to the need of the college decide the policy and procedure for resource mobilization.
- The Purchase Committee decides the policy and procedure for purchasing any item. Each item is purchased by comparing a minimum of three quotations received from different vendors.

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

- **Contribution of IQAC to Institutionalize Quality Assurance Strategies and Processes:**
- Development and Application of Quality parameters
- IQAC has made the faculty and the staff aware of the parameters of quality assessment, and channelize the activities, introduce new models, design the forms as well as maintains records of their activities.
- Creating a Learner-Centric Environment
- The IQAC undoubtedly took the lead in transforming the learning atmosphere in the campus into a learner[1]centric one, though the institution functions within the limitations of a traditionally structured curriculum and time-pressed semester examination system. Moodle, the free Open Source software package, is utilized as the learning platform or Course/Learning management system.
- It motivates teachers to adapt their teaching approaches so that the learning system becomes easy and interesting and the facilities can be utilized more effectively

- Feedback Response System Every year, under the initiative of the IQAC, the feedbacks on the academic and administrative processes and facilities are taken online from the stakeholders.
- Relevant issues are taken up and appropriate responses and measures are suggested by the IQAC to the Management, which sees to the implementation of these in due course of time.

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

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

- IQAC reviews its teaching-learning process, structures & methodologies of operation annually. It also verifies the learning outcomes periodically through student feedback and departmental meetings.
- IQAC found that the teaching method must be made more interactive and more visual in the benefit of the students.
- IQAC of the college has initiated a number of steps for making the teaching learning more interactive. As an illustration of the IQACinitiated review processes below two case illustrations are presented.
- Institutional reviews facilitated by the IQAC:
- Feedback on Teachers' Performance: Every year the College conducts a performance appraisal of teachers by randomly selected students from each class, as per the requirement.
- The IQAC of the College undertakes the analysis of this feedback. This feedback includes both content and methods of teaching, teachers' strengths and weaknesses in teaching. The feedback analysis provides a reliable source of information regarding the quality status of the teaching learning process in the College during that particular year.
- The coordinator of the IQAC communicates the feedback analysis to the Principal who takes necessary action where required. From the year 2017-18, the online feedback system is started

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)

B. Any 3 of the above

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

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

PROMOTION OF GENDER EQUITY

- Gender equity is promoted by the organization through various programmes. The organization has been allotted a grant for gender equity under RUSA 1.0 grant. Under this scheme various seminars, workshops etc. on Gender Equity were organized by the organization during the year.
- SAFETY AND SECURITY:
- Our institute is located in a rural and natural setting; therefore special measures are taken for security and safety. The campus is protected from a 2.25km long compound

wall. 24 hours of security is employed for the campus.

- While entering the college premises it is mandatory for the students enrolled at this institution to wear the ID card issued by the college. This helps to keep a check on the entry/presence of unscrupulous elements on the campus.
- The identity of any visitor to the college is first ascertained /checked by the watchman and then communicated to the college office
- The campus is under CCTV surveillance.
- **Anti-ragging Cell:** Ragging in any form is strictly prohibited inside the college campus and hostel. The authority of college deals students seriously who indulge in any such activity. Anti-ragging Cell has been established in college as per the UGC and plays a vital role in the welfare of the students. The information regarding Anti-ragging Cell is displayed at college campus and college website also.

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	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:**

- Each classroom/staffroom/office/library is provided with dustbin, which is regularly emptied. Most of all the solid waste is biodegradable and in the form of leaf and papers which are thrown into the dug pit and converted into natural fertilizer by providing a suitable environment.
- The institution follows 'Green Protocol' while conducting seminars and other events.
- Students and faculty are encouraged to use steel lunch boxes.
- Proper maintenance of infrastructure and timely repair of furniture is done to minimize solid waste.
- Used papers and newspapers are sold for recycling. The college canteen strictly sees that any kind of non biodegradable materials is not used for its functioning.
- **E-WASTE MANAGEMENT**
- E-waste is minimal as the staff-students are not encouraged to use CDs and other temporary e-resources. Most of the information is shared through online or through web and hence the e-waste is minimal. File Description

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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:

C. Any 2 of the above

<p>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</p>	
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
<p>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</p>	
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
<p>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</p>	<p>C. Any 2 of the above</p>

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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).

- The Institution always takes initiatives for providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.
- Staff and Students of all religions and castes are treated equally in the institute.
- Festivals of all religions and castes are enthusiastically celebrated in the organization.
- The cultural activities of the institute also include regional and religious dances of different states.
- Expert Lectures on tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, etc., are organized regularly. Various activities have been done under RUSA 1.0 grant under the Equal Opportunity Center established in the organization.

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

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

- Every effort is made to make the students and staff of the institute understand and be sensitive to their constitutional rights, duties, values and responsibilities.

- For this, various lectures of experts and activities are arranged in the institute.
- In the generic course conducted at UG level in the college, students are given detailed guidance on Indian Constitution.

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

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

B. Any 3 of the above

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

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

The Institution has organized the following activities related to the national and international commemorative days, events and festivals:

- Gandhi Jayanthi:
- Prarthna,
- cleaning - college campus

- International Yoga Day:
- Teacher's Day
- Our college ground has been one of the few venues of the Taluka level celebration of Yoga Day (21st June) for the last three years. The college organizes Yoga Training classes for the students and staff for a week preceding the Yoga Day.
- Teachers Day (5th September) is celebrated on a grand scale in the college. The students pay tribute to great teachers by performing the work of teachers for a day. The students handle all the positions of the college. At the end of the day, they felicitate their real gurus
- Hindi Diwas: The Department of Hindi in the college leads the celebration of Hindi Diwas on 14th September every year. They conduct various literary competitions for students.
- National Unity Day is celebrated on 31st October as the annual commemoration of the birthday of Sardar Vallabhai Patel. Staff and students take the Unity Pledge on this occasion.
- National Youth Day (12th January) is celebrated on the birthday of Swami Vivekananda. Students are given a motivational lecture by an expert on the thoughts of Swami Vivekanand.

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

7.2 - Best Practices

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

BEST PRACTICE-1TITLE: MOVING TOWARDS QUALITY EDUCATION...

OBJECTIVES OF THE PRACTICE:

- To understand new online format of NAAC and work hard for achieving Good Grade.
- To encourage and help the higher nearby education institutes of Gujarat for NAAC accreditation process.
- Organizing National Seminars at the institute to provide guidance on the new online NAAC accreditation format.

- Accurately being aware of the IQAC work and its ethics

BEST PRACTICE 2. PLANTATION OF MEDICINAL PLANTS

Objectives :

- To raise awareness about the importance of medicinal plants
- To encourage students as well as people to plant more trees
- To help maintain the balance of the environment

Plantation of trees is very important for maintaining the ecological balance of the environment. Large scale of deforestation is taking place in the name of modernization in recent times. therefore the balance of nature is deteriorating

Plantation of medicinal plants and other trees is an important activity undertaken by the institution. Our Arts and Commerce college started this activity for the past one year. The tree planting program involves the students , staff of the college as well as people of the area. The plants are planted in the sports ground attached to the main campus of the institution.

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

7.3 - Institutional Distinctiveness

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

IN EDUCATION:

The internal examinations were successfully conducted .The curricular, co-curricular and extra-curricular activities were also organize.Gnanotsav and Rasotsav were also organized and the videos were also uploaded on YouTube Channel.

Teachers were encouraged and trained by IQAC to create video lectures and upload them to college and personal YouTube channels

All the Faculties take regular classes and guide students properly related to their problems

IN ADMINISTRATION:

All the admission process during the year has been done perfectly. syudents from the rural areas are the targer of the college so when they take admission they are being advised to come to the college regularly and attent regular classes.

The administrative office uses the data management system to handle all the personal data of students.

Generating reports related to internal exams, fees, scholarships, etc has become easier and faster. Moreover, it is useful for creating the general register of the institute. The entire administrative work is computerized by leasing all the computers of the administrative office.

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

7.3.2 - Plan of action for the next academic year

Future Plan for Next Year:

- Academics: preparing for NEP 2020 that might get implemented from the next year implementing new curriculum aligned with recent industry trends.
- Making WhatsApp group of teacher-students of each class to communicate easily
- To organize finishing School Programme of Government
- To arrange lecture series local and University level.
- To increase the facility in college related to education.
- To purchase the digital board for college classes
- To upgrade facilities and resources for improved learning experiences
- Enriching faculty development programs.


Student Development:

- Expanding internship and placement opportunities
- To Offer workshops and seminars on career development skills
- To strengthen support services like counselling and mentoring
- Motivate students and staff to do research activity.
- Upgrade institutional website



- Improve digital learning resources and online platforms
- Investing in sustainable practises for the campus
- To upgrade campus facilities
- To parten with business and organizations for internships and resarch opportunitieTo parten with business and organizations for internships and resarch opportunitie
- To establish mentorship programs for the students of various faculties.
- To initiate various awareness programm
- To encourage student to participate in NSS/NCC/Culture/Sport activities.
- To reform examination pattern.
- To make a proper planning of IQAC for next year and work together as team.
- To encourage faculties to attend and present research papers at national and international seminars and workshops.


Co-Ordinator,
IQAC
Shri H. L. Patel Arts &
Commerce College
BHAYAVADAR


PRINCIPAL
H. L. PATEL ARTS &
COMMERCE COLLEGE
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