



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

G.D.MODI COLLEGE OF ARTS,PALANPUR

G.D. MODI VIDYASANKUL, OPP. S.T. WORKSHOP, HIGHWAY, PALANPUR

385001

www.gdmarts.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Palanpur, being a historical place and a Navabi state before independence, is well-known as a Diamond City and *Ghazal Nagari* (city of poetry) because of its rich legacy of Gujarati Poets who were divinely gifted in writing “Ghazal” (a poetic form). Palanpur is a heart and a head quarter of Banaskantha District too.

Banaskantha District Kelavani Mandal was the first to establish Arts & Science College in the entire district in 1964. We were the first to start higher education institute in the district. G D Modi College of Arts was the first college in the north Gujarat region that got NAAC Accreditation in 2004.

The Management is devoted to the aim of education with a view to imparting higher education to brilliant but economically poor students belonging to city and rural area. Banaskantha District has been considered as one of the economically backward districts of the state and our specific goal has always been to offer quality education to its students. The institution completed cycle I in 2004 and Cycle II in 2014 with ‘B’ Grade in both cycles. The institution was also accredited with A Grade in AAA by KCG, Dept. of Education, and Govt. of Gujarat in 2014.

IQAC took necessary initiatives for modernizing teaching-learning methodology with an emphasis on innovative and interactive methods. With our efforts to bring excellence, our co-curricular and extra-curricular activities are made more qualitative and student centric. We are quite sure to reach our destination by preparing our students for self-reliance through quality education.

The college is conscious about the poor socio-economic background of its students. Therefore, it intends to facilitate them in each and every way and prepare them to fight the competitive nature of world. The college runs certificate and diploma courses in Yoga and Sanskrit to equip them with “Holistic Way of Living”.

Ever since its establishment, the institution is benefited with visionary Management and enthusiastic Principals. The institution has spent about 60 years of its esteemed existence. Three generations of people of this area have acquired higher education through this institution.

Vision

We shall go always a little further with “Better Everyday” Spirit.

Mission

To spread and promote higher education for the sustainable development of the nation.

Objectives

1. To help the students achieve their aspirations.
2. To create environment conducive to all round development of students.

3. To inculcate in students the virtues of hard work, honesty, fairness, tolerance etc...
4. To prepare fearless men and women who can shirk off the vagaries of life.
5. To award scholarships and prizes and also grant aid to needy students.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Ambience having natural environment
- An Eco-friendly campus with all basic amenities.
- Experienced, Enthusiastic and Highly qualified Staff
- Faculty as Ph.D. guides
- Very supportive Management and Administrative set up.
- Good infrastructure facilities for Games and Sports.
- Good physical infrastructure with sufficient land.
- Ambience of Healthy Inter-personal relationship among all the stakeholders.
- Students Strength on Ascending Order
- Emphasis on Holistic Development of students
- Availability of ICT classrooms
- All Staff members are provided Lap Tops
- Separate girls and boys rooms
- Gender Friendly Environment in the Campus
- Eco-Friendly Green-Clean Campus
- Discipline and Staff-Students' Safety as Prime Concerns
- Excellent Student Support System
- Library with internet and computer facility
- Special reading room facility for outside students
- Better coordination with the Local Community
- Scholarships offered by The College Management as well as Central and State Governments
- Corporate scholarships also available
- Strong Women Cell for the human rights of Girls and gender equity
- Commitment to Social Justice and Value Based Education
- Hostel Facility for Boys.
- Multipurpose Indoor Sports Complex for sports, Open Air Theater for drama and cultural festivals
- Excellent Alumni Involvement and Support
- Promotion of Research through Minor Research Projects, Seminars and Workshops.
- The faculties of the college are involved in framing and restructuring of syllabi as Chairman of Board of Studies, Member of Board of studies, academic Council.
- Transparency and Efficiency in Administration.
- Excellent Sports Infrastructure
- Strong NCC and NSS units
- Better Academic Performance at UG and PG level
- Class rooms and Campus under CCTV surveillance
- FM Radio of Campus
- RO processed water for drinking.
- Parking Facility.
- Bus service for Girls

- Turf Wicket ground and pavilion
- Free WI-FI for the students
- 24/7 CCTV surveillance

Institutional Weakness

- Promotion of Rural Students' Empowerment through Soft Skills Development.
- Poor and remote background of the students
- Poor knowledge of English language among the students
- To start more add-on courses and coaching sessions for the aspirants of competitive exams.
- Minimize drop out and failure rate.
- Introducing history, philosophy and political science as core compulsory subjects
- Shortage of Teaching and Nonteaching Staff due to Government Policies
- Limited conveyance facilities from the interior villages are causing irregularity and restricting students for using college resources after regular working hours.
- Lack of Encouragement from Uneducated and Poor Parents to their Children for Higher Education
- Lack of Freedom in Developing and Implementing own Academic Curriculum.
- Lack of adequate MoUs with leading Industries and other Higher Education Agencies
- Student and Faculty Exchange Programmes Still at initial stage
- A limited number of employment oriented courses.
- Limited scopes for students' placement because of less industry.

Institutional Opportunity

- Faculty can attend and organize international conference/seminars/workshops.
- Introduction of New P G Programmes in Sanskrit and Economics
- Online Examination
- More availability of scholarships
- Promotion for Research Enhancement for Teachers
- Scope for More Productive Engagement with Alumni
- Potentials for Launching More Job Oriented Vocational Programmes
- Organizing Placement Fairs and Creating Opportunities
- Enhancement in Skill Development Programmes and Workshops.
- Coaching Students for Various Competitive Exams
- Increasing Number of MoUs/Linkages With National, International Institutions and leading Industries
- Scope to Increase Faculty and Student Exchange Programmes
- Increase the Regularity of Students
- Increase the Involvement of Staff and Students in Extension Activities

Institutional Challenge

- To make the rural students meets global challenges.
- Maintenance of Quality of Education with a shortage of Staff
- Maintenance of Language Laboratory due to Non-availability of support staff.
- Finding Time Slots to Introduce Short Term Courses.

- Promotion of Research Enhancement for Teachers
- Preparing the Students for National and Global Competitions
- Inculcate Positive Attitude Towards English and ICT among Staff and Students
- Agrarian Background Causing Less Orientation for Higher Education Among Students
- Delay in Sanctioning of Administrative Posts
- Limited Institutes or Companies Ready to Recruit Students
- The Qualitative Use of Time with the Students.
- The full potential of Alumni are not yet tapped
- Ensure better job opportunities and placement
- To introduce 100% job oriented education system.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- The curriculum of all the courses is framed by the Board of Studies, Hemchandracharya North Gujarat University, Patan and the same is executed at college level.
- College prepares its academic calendar in line with the university calendar and students are well informed about the exams, syllabus, evaluation style and programmes and activities to be held during the year.
- B A with special subjects English, Sanskrit, Gujarati and Economics and elective subjects History, Political Science, Hindi and Philosophy is offered. The students can also avail facility of M A with English and Gujarati.
- Six other Courses are offered: (1) Diploma in Yoga (2) Diploma in Sanskrit *Sambhashan* (3) Artistic Yoga Program (4) Certificate Course in SCOPE (5) Finishing School Certificate Course (6) Certificate Course in *Anaupacharik Sanskrit Sambhasan Course* (Informal Spoken Sanskrit).
- *Prahaladan Dev Sanskrit Sahitya Sabha* , *Sunya-Baxi Sahitya Vartul* & Upon Avon Circle are the three literary circles for strengthening the bond of learning language and literature.
- Total six faculty members are PhD guides. Three members are in Board of Studies.
- One of our teachers has contributed in the preparation of study material for Baba Saheb Ambedkar Open University in the subject of history.
- Exposure to students with Guest Lectures, Seminars, Field Visit to industries and Educational institutes.
- The students have to choose atleast any one activity from NSS, NCC, Sports or Culture. The students are encouraged for more society interaction through various awareness programmes like Project Nirmaan and Fluoride Awareness Drive,etc.
- **Eco-Sensitive and Sustainable Development**
- Gender awareness programmes through Active Women Cell
- Environmental Tours, Indo-Pak Border Visit, Visit to Wild Life Sanctuary, Bird Watching, Mountaineering and Trekking are organized.
- Soft Skills and Life Skills, Personality Development and Career Counselling for Sustainable Development.
- Yoga & Meditation, Gym and Sanskrit Learning for holistic development.

Value Based Education

- Value - based Educational Environment
- Promoting Extracurricular and social outreach activities through NSS, NCC & Cultural Forum

Feedback Mechanism

- The Students' Feedback on Teaching-Learning Process and Syllabi are collected time to time and analyzed. The report is uploaded to the College website.

Teaching-learning and Evaluation

Students Enrolment & Profile

As college is situated in the district headquarter Palanpur, 90% students enrolled are from far-fetched villages from all over the district. The admission procedure is strictly according to merit basis as per reservation norms of university and government. The average percentage of enrollment is 100% against sanctioned seats. More than 65% of the enrolled students are from socially and economically backward categories. The rate of enrollment is found in ascending order during the last five years.

Catering Student Diversity

- The institution has a systematic mechanism to assess the learning level of the students. Each department identifies slow, average and advanced learners.
- Student-centric and collaborative learning strategies are employed.
- Additional skill acquisition activities for improving employability skills.
- Guidance for Competitive Exams and Career Counselling.
- Extra Coaching and Counselling Class for slow learners.

Teaching-Learning Process:

- Use of Student Centric Methods such as experiential learning, participative learning and problem-solving methodologies are used through various curricular and co-curricular activities.
- The Use of ICT tools for effective teaching.
- Study materials, question papers, PPTs, assignments, Films related to syllabus and YouTube Videos are made available through College Website and WhatsApp Groups.
- Mentor support is provided
- Seminars or invited talks by experts
- Highly learned faculty.

Teacher Profile and Quality:

- The Average percentage of full-time teachers is 63% against sanctioned posts. Out of all the teachers all have PhD degree except one and all having average teaching experience of 23 years.
- Fulltime teachers have received awards/recognition during the last five years.

Evaluation Process and Reforms:

- Continuous Internal Evaluation and End Semester Evaluation adopted as per University Guideline following the academic calendar.
- Exam related grievances mechanism is transparent, time-bound and efficient.

Student Performance and Learning Outcomes

- The college results always exceed the university results. The averages pass percentage of college students in March-April 2018 Exam is more than 80 percentages.
- Course outcome is evaluated through feedback.
- IQAC largely involves in maintaining a harmonious academic environment.

Research, Innovations and Extension

Research and Innovations

- The Institution aims at enriching and developing research, innovation and extension activities along with Teaching-Learning process. The institution has created a healthy environment for research and innovation and facilitates teachers with all types of research facilities.
- The Research committee encourages teachers for interdisciplinary collaborative research work with social commitment.
- Six (about 50%) teachers are recognized Research Guides. Nineteen PhD Scholars have been awarded Doctorates within five years.
- Teachers have carried out 6 Minor Research Projects of UGC successfully during the last five years.
- During the last five years, 22 books and 74 research articles were published in national, international and peer-reviewed journals.
- The research methodology included in curriculum and promotion of research aptitude through PG and M.Phil. Dissertations.

Extension Activities

- The prime objective of the institution is to provide the holistic development of students by way of involving them in extracurricular and extension activities, through NSS, NCC, Three Literary Circles, and Cultural Forum and Yoga centre.
- Women Cell organizes programmes of Gender sensitization including debates and guest lectures.
- Planting of trees, campaigns for the plastic free and green campus, save energy campaign, Energy and Green Audits, *Swachh Bharat Abhiyan*, Aids Awareness and stress management programmes, blood donation camps, Project Nirmaan Fluoride Awareness Campaign, Counseling services, nature club activities, Environmental tours, Participation in Fit India Movement, khel Mahakumbh, Youth festival etc..
- National level participation in NCC and NSS activities and collaboration with government agencies.
- Many disaster management activities done by students in times of Earthquake and flood.
- Many extension activities are carried out under collaboration with educational institutions, government and non-government bodies/agencies, NGOs and Clubs.

Functional MoUs have been signed with Educational Institutions during the last five years. Student exchange and faculty exchange programmes are carried out under these collaborations.

Infrastructure and Learning Resources

Infrastructural Facilities

- The college has a huge beautiful campus with more than 15 Acres of land. The institute has separate buildings like Administrative building, Arts building, Central library building and Hostel building, Canteen, Pavilion, Gymnasium, open air theatre, Seminar hall etc. The College has a large cricket ground with turf wicket with sprinkler irrigation facility.
- The college is well equipped with the following physical and IT infrastructure.
- Fully computerised Administrative Office
- Well-equipped staff room,
- Digital Education and Learning Laboratory (DELL)
- Botanical garden.
- ICT enabled classrooms,
- Wi-Fi enabled main building.
- Dynamic Website,
- Indoor Sports Facility
- Sports Office
- Canteen facility, adequate number of washrooms
- NCC office, NSS office, Girls room, Boys room
- Mineral Water Facility.
- CCTV surveillance for 24 hours
- Main gate with 24 hours security guards.

Library as a Learning Resource

- The College has a vast collection of books, journals and magazines.
- The General Library subscribes Periodicals, Magazines, Research Journals and Newspapers.
- The Library has online access to INFLIBNET e-Resources which provides more than 6,000 online Journals and 3135000 e-books.
- Fully customized library website.
- The library has integrated library management software SOUL 2.0.
- The college is a member of INFLIBNET N-List consortia for many years and provides access to thousands of e-resources.
- A well-furnished fully automated library with computer and internet facility for students.
- A wide repository of books, journals, CDs, educational videos, films, newspapers, rare books, e-resources, etc.
- Special sections of books earmarked for NET/SET Coaching, Remedial Studies, State Public Service Examination, Civil Service Examination, Career and Counselling Guidance etc.
- Availability of issue slip, barcode printer and barcode reader, systems for internet browsing and National journals on most of the subjects taught in the College
- Regular activities like book exhibitions, GK Corner, Wall Papers etc.
- Collection of old paper sets of University.
- Dissemination of new arrivals.
- There is a well-organized mechanism for Maintenance of library Infrastructure.

Student Support and Progression

Student Support:

- The College offers an ideal environment for students to excel in academics and to imbibe cultural, moral and social values. Strong student-support mechanisms are developed to strengthen the curricular and extracurricular capabilities of students.
- Average 60 % of Total strength of college students including SC, ST, OBC, EBC, Minority and PH students are benefited by scholarships and free ship provided by the Government. All the girls are exempted from paying tuition fees.
- The College awards various scholarships, Medals and Cash Prizes to the students for outstanding performance in various fields.
- Free Medical Check-up and Thalassemia Test. All the students are covered under accidental death insurance by Govt. of Gujarat.
- Guidance for competitive examinations.
- Career counseling through **UDISHA Club**, One of the initiative of KCG, Govt. of Gujarat .
- Soft skill development workshops through **Finishing School**
- Remedial coaching for weak and average students
- Mentoring and psychological counselling.
- Communication Skill enhancement by DELL
- ST Bus pass, Bank Account and Driving License camps at college.
- Yoga and Meditation classes.
- Transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.
- The college has Grievance Redressal Cell, Anti Ragging Committee, Discipline Committee and Women Development Cell for this purpose.
- Higher pass out ratio of students.
- Increase in number of students qualified for State-level SLET, TET, TAT and other competitive examination for government services

◦ Student Participation and Activities

- Regular participation of the students in various academic and administrative committees for leadership skills, organizing events, teamwork, event execution skills.
- Every year, *Sarvatobhadra Chhatra* (Best Girl) and *Sarvatobhadre Chhatra* (Best Boy) Awards are given to the students who performs well in all areas (Curricular, Co-curricular and Extra-curricular Activities)
- Excellent track records in Sports and cultural competitions.
- Regularly better performance in Youth Festival, Sports and khel Mahakumbh at University and State level competitions.
- Sports Committee, Cultural Activity Committee, NSS, NCC, Three Literary Circles extend the support in co-curricular activities.

Alumni Engagement: Alumni Association contributes significantly to the development of the institution through financial and non-financial means. Alumni association's meeting is held annually.

Governance, Leadership and Management

- The institution has its mission & vision, quality policy and a successful strategic plan. The decision-making procedures are made at appropriate levels in the organizational hierarchy via an optimum, participative and decentralized process in a democratic way.
- The management strongly believes that “Good governance is to govern the least”. The institute has achieved B Grade in NAAC & A Grade in AAA. This status is a pride for us and prestigious too, as our institute is situated in a rural area and ours is the only college to undergo NAAC Process twice in the entire region.
- The IQAC designs, monitors and executes the quality policy and plans of the institute carefully. IQAC Consists of Management, Principal, faculty members, students, Alumni and entrepreneurs. To implement them, the Principal constitutes various committees and each committee consists of one coordinator and two or more professors and at least two student representatives.
- To groom leadership at the student level, the students’ representatives are also encouraged and nominated to handle the co-curricular and extracurricular activities. It plays a pivotal role in ensuring and amplifying the quality of the teaching-learning, assessment and evaluation, research and planning and in organizing seminars, workshops, exhibitions and quiz competitions
- The college has a system of SWOC analysis, which helps the staff in evaluating themselves. Regular feedbacks from students also help teaching-learning process better. Accordingly, they are provided encouragement, suggestions and appreciation.
- The college organizes professional development /administrative training programs for teaching and non-teaching staff regularly.
- The institution has effective welfare measures for teaching and non-teaching staff. We have a very sound Staff Credit Society, which is of great help to our staff.
- Admissions are given through merit only. The fees are charged as per government rules. Of course through different means and measures, the institution strives to attain its goals and objectives for the betterment of its student and stakeholders.
- All financial matters are kept audited and transparent.

Institutional Values and Best Practices

Institutional Values:

A value-oriented framework has been evolved to guide faculty and staff in their actions abiding the law, ethics, integrity, student service and quality in lieu with the Vision, Mission, Strategy and Quality policy of the college.

Social Responsibility:

The college adopts necessary environment friendly practices and takes necessary action for Clean, Green and environment friendly Campus.

- The institution facilitates the differently abled *Divyangjan* students.
- Spoken language courses, Yoga and Health Awareness Programmes, Project Nirmaan, Fluoride Awareness Drive, Student youth festivals, exhibitions, Book fair, fun fair, film and drama festivals for the community.
- The concern for social responsibilities and values held by the institution are explicitly reflected in its activities and programmes.

Best Practices

During the last five years, the following Best Practices have been carried out by the Institution.

- **The Three Literary Circles:** Upon Avon Circle, Shunya-Baxi Sahitya Vartul, Prahaladan Dev Sanskrit Sahitya Sabha are the three literary circles run by English, Gujarati and Sanskrit departments to create interest for the language and literature to cultivate aesthetic sense in them.
- **FLUORIDE AWARENESS DRIVE:** Its aim is to make the rural people aware of the dangers of fluoride in water and the measure to be taken to drink clean and hygienic water.
- **Project Nirmaan:** Its sole objective was to foster “Reaching Out” initiative of the college. It helps to cultivate a sense of social responsibility and empathetic concern in the students and inspire community work.
- **YOGA CENTRE:** It aims at developing the potential power of the students and attitude of holistic way of living.
- **Palanpur FM:** Making learning Fun and accessible to the community of Palanpur, the teachers deliver their talk on the topics of the syllabus and other interesting topics that can develop interest of the students.
- **Palanpur Marathon:** Palanpur Marathon is organized in January with a view to sensitizing the people about the current issues of the country.
- **Sanskrit Anoupcharik Sambhasan Varg:** Run with the financial aid of the central govt., students of Sanskrit language and literature avail unique opportunity of learning spoken Sanskrit language
- **Extended use of ICT in teaching -learning**

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	G.D.MODI COLLEGE OF ARTS,PALANPUR
Address	G.D. Modi Vidyasankul, Opp. S.T. Workshop, Highway, Palanpur
City	PALANPUR
State	Gujarat
Pin	385001
Website	www.gdmarts.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	S.G Chauhan	02742-253784	9426411500	02742-266713	gdmca_2000@yahoo.co.in
IQAC / CIQA coordinator	Mukeshkumar M. Raval	-	9879573847	-	rajshlokswarda@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	15-06-1964

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

State	University name	Document
Gujarat	Hemchandracharya North Gujarat University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	11-09-2003	View Document
12B of UGC	11-09-2003	View Document

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

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

Details of autonomy

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	G.D. Modi Vidyasankul, Opp. S.T. Workshop, Highway, Palanpur	Semi-urban	13.825	18897.55

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Gujarati	36	XII	Gujarati	2112	763
UG	BA,English	36	XII	English,Gujarati	2112	790
UG	BA,Sanskrit	36	XII	Gujarati,Sanskrit	2112	118
UG	BA,Economics	36	XII	Gujarati	2112	331
PG	MA,Gujarati	24	BA	Gujarati	280	251
PG	MA,English	24	BA	English	280	273

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				11				8			
Recruited	0	0	0	0	7	4	0	11	1	0	0	1
Yet to Recruit	0				0				7			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				7			
Recruited	0	0	0	0	0	0	0	0	2	5	0	7
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				15
Recruited	1	0	0	1
Yet to Recruit				14
Sanctioned by the Management/Society or Other Authorized Bodies				14
Recruited	11	0	0	11
Yet to Recruit				3

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	6	4	0	1	0	0	11
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	1	0	0	0	0	0	1

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	5	0	6

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	3	3	0	6

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Diploma	Male	41	0	0	0	41
	Female	44	0	0	0	44
	Others	0	0	0	0	0
UG	Male	979	0	0	0	979
	Female	1023	0	0	0	1023
	Others	0	0	0	0	0
PG	Male	186	0	0	0	186
	Female	338	0	0	0	338
	Others	0	0	0	0	0
Certificate / Awareness	Male	53	0	0	0	53
	Female	83	0	0	0	83
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	228	229	236	247
	Female	343	310	281	284
	Others	0	0	0	0
ST	Male	96	84	105	100
	Female	67	65	61	55
	Others	0	0	0	0
OBC	Male	536	495	488	432
	Female	606	632	669	571
	Others	0	0	0	0
General	Male	195	213	152	242
	Female	373	374	340	338
	Others	0	0	0	0
Others	Male	21	16	0	9
	Female	12	5	0	2
	Others	0	0	0	0
Total		2477	2423	2332	2280

3. Extended Profile

3.1 Program

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

Response: 174

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
06	06	06	06	06

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2280	2332	2423	2477	2304

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
368	368	368	368	368

File Description	Document
Institutional data in prescribed format	View Document

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

2018-19	2017-18	2016-17	2015-16	2014-15
751	671	709	784	678

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2018-19	2017-18	2016-17	2015-16	2014-15
12	11	11	11	12

File Description	Document
Institutional Data in Prescribed Format	View Document

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

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

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 22

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

2018-19	2017-18	2016-17	2015-16	2014-15
143.45953	31.81084	6.20214	5.63377	5.28676

Number of computers

Response: 66

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The College ensures effective curriculum delivery through a well-planned and documented process. The initiatives taken are as under:

Academic Calendar

The IQAC prepares the Academic Calendar in line with the University Calendar. The College strictly adheres to it. The schedule of various academic activities of the college, continuous assessment, meetings with stake holders as well as internal and University examination is published in it.

Teaching Plan

In the departmental meetings of the HODs with the teachers, they distribute copies of the departmental and individual time-tables to the faculties. They prepare **micro teaching plan** and follow it religiously. Each department conducts continuous assessment which includes unit tests, assignments, seminars, presentation, etc.

Academic Diary

For the effective implementation of curriculum, the teachers work out on the syllabus to be taught and writes units and chapters in the academic diary which he/she plans to teach in the class. The academic diary has the record of daily/monthly teaching with all the details. The diary is verified and signed by the Head of Department and the Principal.

Industrial Tours / Field visits

The College organizes academic tours and field visits for the benefit of students of Economics Department to get practical knowledge of the course content by visiting industries, APMC, FCI, etc.

Inviting experts

Each department invites and arranges guest lectures of experts. Every year, the University level lectures are also organized to give students Experts' opinion on their learning.

Related Programmes

All the Departments in the college organize remedial classes for slow learners (2014-15 only) The Department of Sanskrit organizes the short term course of Sanskrit Sambhasan (Spoken). For advanced

learners support and guidance is provided by faculties and the Finishing School Classes. All the departments run a study circle to boost up the co-curricular activities and provide a boost in their learning by organizing various programmes. The students are shown movies, documentaries, videos related to their syllabus for detailed exposure. Quizzes, debates and presentations, assignments, class room seminars, poster presentation are regularly organized for a better coverage of the topic.

Feedbacks

The College takes feedback on syllabus content, college teachers and their performance and on functioning of the college from the students in manual format. Their suggestions are taken into consideration and accordingly worked on it. The students and teachers review the syllabus through feedback and suggestions if any to the BOS are made.

Infrastructure

The College has 22 classrooms of which eight classrooms are equipped with OHPs. There is a seminar hall with audio-visual devices, a rich library and reading space for more than 200 students, rest rooms for boys and girls, playground, gymnasium, hostel, pavilion, canteen, open air theatre, and many other facilities are available for students.

ICT Based Educational Tools

Most of the teachers use ICT through different means for effective curriculum delivery in the class. The students are well equipped with the Tablets. Even Social Media platforms like Whatsapp is used for sending information and course content. The college sends them e-mails also for any information.

File Description	Document
Any additional information	View Document

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

Response: 5

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

2018-19	2017-18	2016-17	2015-16	2014-15
02	01	02	00	00

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document

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

Response: 52.63

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

2018-19	2017-18	2016-17	2015-16	2014-15
02	01	00	00	03

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

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

Response: 0

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

Response: 00

File Description	Document
Details of the new courses introduced	View Document

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

Response: 100

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

Response: 06

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

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

Response: 30.68

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

2018-19	2017-18	2016-17	2015-16	2014-15
790	642	1172	621	410

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

The Institution integrates the cross cutting issues like Gender Sensitization, Environment and Sustainability, Human Values and Professional Ethics in the curriculum for the holistic development of the students. These matters enable the students to develop interdisciplinary thinking and collaborative learning in order to make them better citizens and human beings. The following are the representative activities displaying such cross-cutting issues.

Gender

- The college has a throbbing Women Cell which carries out the activities with female students at

centre. They are given training of horse riding, karate and rifle shooting for their self-defense. They are also guided properly about their anatomy and its complications through lectures and counseling by experts of the field. To develop their creativity and skills, various competitions like Mehendi, Rangoli and costume wearing etc. are organized. They are encouraged to participate in Quizzes, debates, singing, elocution and creative writing for their academic development. Mandatory participation of girls in any of NCC, NSS, Sports and cultural activities offers them scopes to develop personality and shirk of the fears. They are also prepared for competitive exams and given proper career counseling. Regular introduction to their rights and laws by expert lectures makes them aware and vigilant.

Environment and Sustainability

- The college has a strong tendency for environment sustainability as a legacy evolved from hard and uncertain weather of the region. The hotter climate teaches them to save trees and water. Regular visits to Sanctuaries teach them love and empathy towards animals and environment. Mandatory rules like Ban on Plastics and Helmet must teach them about safety of the self and environment. The cleanliness drives organized frequently in the campus infuse in them a sense of cleaner and better campus. The management too is pro-active in maintaining the environmental friendliness by adopting various measures like Rain water Harvesting, Green Audit, Energy Audit, Safety Audit etc. and planting more and more variety of trees with newer techniques.
- The college also works for the social betterment of the people of the district by focusing on the problems and issues of the people. One such move is Fluoride Awareness Programme. Our students go village to village and measure TDS and spread awareness about how to stop kidney diseases and how to neutralize the drinking water.

Human Values and Professional Ethics

The college celebrates with full enthusiasm all national days and festivals to instill social, religious and national values in the students. Regular Blood Donation Camps, Book fair, Fun Fair, Awareness rallies, cleanliness drives to teach them values and ethics of social need and business. Regular prayer in the college creates a bond with the almighty. Several are the examples when college NSS and NCC teams have helped during disasters like flood and earthquake and stood with the people of region. Project Nirmaan was run to cater to the educational needs of Slum children in city. Thus the Institute by allowing students immerse in these activities indirectly instills in them the values and ethics of unity, cooperation, team spirit, communal harmony and gender sensitivity.

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

Response: 6

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

Response: 06

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 12.85

1.3.3.1 Number of students undertaking field projects or internships

Response: 293

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected**Response:** C. Feedback collected and analysed

File Description	Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.03

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
00	01	01	02	00

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 108.45

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
847	903	907	1012	940

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
850	850	850	850	850

File Description

Document

Institutional data in prescribed format

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 100

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

2018-19	2017-18	2016-17	2015-16	2014-15
368	368	368	368	368

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The college conducts the semester examinations of B.A & M.A programs under the control of examination section, H N G U, Patan. The results of the examinations are analyzed after the declaration by University. The faculty members assess and evaluate the performance of the students on the basis of the results. Students are categorized into the advanced and slow learners according to their performances. Our college undertakes the following steps to improve the performance of advanced learners and slow learners.

For slow learners, extra lectures are arranged as per separate schedule. Revision is taken for the slow learners on the topics taught. Objective questions are discussed and sample answers and notes are provided to them. As per the suggestions given by our Internal Examination Committee, respective faculty members prepare internal examination schedule. Unit tests are taken on the topics taught. Faculty members prepare question papers, assess answer-sheets and prepare mark-sheets. Apart from unit tests, the students are given the tasks of assignments and presentation. The performance of the students is communicated in the classroom to both slow and advanced learners. They are guided as per their performances. The students, who get fewer marks in the Unit Tests, are assigned to rewrite the tests at home and submit the tests to the respective faculty members. Besides, the students who get good marks are motivated to collect additional information on the taught topics through the reference books, journals, articles, websites, magazines etc. In order to create research culture amongst the students, they are promoted to present papers and projects. Slow learners are given extra-coaching with the intention to make the subject comprehension easy with the teaching aids. Teachers take sincere efforts to improve the performance of the slow learners. Moreover, the slow learners are persuaded and promoted to engage lectures regularly. Upto 2014-15 Remedial coaching was also organized for slow learners.

From the beginning, it has been a tendency of the college to take initiatives to make positive changes among the students. Some of the advanced learners cannot get adequate time for their study due to the family background. The institution facilitates the study room for such advanced learners. To facilitate the Advanced learners, extra guidance is given by providing reference books, personal discussion and whatever help sought by them. They are encouraged to prepare notes, write more papers etc. They are promoted to participate in the competitions like Saptadhara, Youth Festival, Poster Presentation, Wall-paper Presentation and writing articles in college magazine Parnasha.

File Description	Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 190

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.48

2.2.3.1 Number of differently abled students on rolls

Response: 11

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

The vision of our college is 'Awakening of 'BETTER EVERYDAY SPIRIT' and all-round development of students coming from rural areas through basic as well as quality education by increasing their self-confidence and strengthening their competence. The college follows the student centric methods such as experiential learning, participative learning and problem solving methodologies to enrich students' learning experiences.

The faculty members promote the students to express their opinions and ideas. In experiential learning, Programmes are conducted regularly in which students are encouraged to critically analyze different

articles, poems, short stories, proverbs, phrases related to the syllabus from their point of view. They are shown films, plays related to syllabus on L.C.D. projector. The activities, done under the banner of three literary circles, play key roles in this regard. Guest lectures are also arranged on the specific and current topics by the faculty. In this way, various efforts are taken to make learning process more students-centric by highlighting learning outcomes.

To implement participative learning more effectively, the college organizes different activities such as Industrial visits, Study-tours, 'Saptadhara' etc. Various days are celebrated by the Departments of History, Gujarati, English, Sanskrit, Political Science, Philosophy, Economics and Hindi. Eminent speakers are invited for such programs. Teacher's Day Celebration is one of the memorable events of the college. The students are encouraged to teach the topic of their choice so that they may participate and create the pleasant learning environment. Moreover, teachers encourage our students to participate in the process through question-answer method, group discussion, class room seminar, etc. In addition to this, our college has Udisha club and Finishing School which organize many programs to cultivate versatile personality and soft skills and life skills of all the students. Kala-kaushalya Dhara also conducts competitions like Mehendi, Cookery, Hair-style, etc. which help girls to develop their overall personality. N.S.S, NCC and sports also provides various opportunities to students to achieve organizing and managing and team work skills. **Parnasha**, a college magazine is released every year which publishes their articles, poems and essays. The students are properly oriented to develop their writing skills. A workshop is organized in which the students are taught how to write poems and articles for publications.

Problem solving methodologies are followed through quiz competitions, projects in the College. The institution provides ICT based facilities and training for its usage for the faculty. The Three literary Circles and other Departmental activities have been organized to enrich the educational skills of the students in their respective subjects. Moreover, the institution conducts co-curricular, extra-curricular, cultural events with the help of the students in developing their personality.

The institution takes efforts to motivate students to participate in various activities such as Youth Festival, N.S.S activities, Saptadhara, Yoga etc. They participate in various innovative events organized by different colleges.

File Description	Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 12

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

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

Response: 175.38

2.3.3.1 Number of mentors

Response: 13

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Innovation and Creativity are the parts of the essential skills that enable students to face new challenges. The Three Literary Circles, i.e Shunya Baxi Sahityavartul, Upon Avon Circle and Prahaladan Dev Sanskrit Sahitya Vartul organize a "Poetry Recitation Program", classroom reading of dialogues, essay writing, creative writing, elocution on various topics etc. in order to make the students competent enough to understand the concept of poetry, prose and novels which are difficult genres of Literature. Multiple skills are developed amongst the students through activities such as 'Poetry Reciting' and 'Literary Debate'.

In addition to this, Debate competitions are organized with a view to creating interest and curiosity about live topics among the students.

Dept of Economics conducts industry visit to create awareness about cooperative structure of economics amongst students. Dept. of Gujarati English and Sanskrit organize workshop on Improve Handwriting and shlok Gaan which creates a way towards good writing and proper accents.

Every year, University Level and College Level Lecture series are organized. At the end of the lecture, a question-answer session plays a vital role to improve the analytical and logical thinking amongst the students.

The Department of Economics organizes ample activities like Industry visits, Bank visits, Banas Dairy Visit, Milk unions & Credit societies visit etc. which help students to create positive attitude about entrepreneurship. A workshop on 'Cooperation' was organized to equip them with the skills of co-operative work.

For better comprehension of a particular topic, use of the slides and images, movie clips, audio clips are used in the classrooms to enhance the understanding of the topic.

Students are provided the pronunciation chart to internalize the English sound with the symbols. The students are motivated to prepare various charts on biographies. We promote students to participate in Essay-Writing, Book-review and to write articles and poems in college magazine *Parnasha*.

English Department organizes many innovative workshops on 'Learning through Various Mobile Apps'. It helped to enhance practical knowledge of the students regarding conversational English, pronunciation, vocabulary Building and Grammar Games.

Prof Mukesh Raval and Prof. A. T. Sindhi who are renowned poets guide the students to develop creative writing skills as well as poetry writing skills of the students. This is how we promote innovation and creativity in teaching-learning process.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

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

Response: 60

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

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

Response: 89.55

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

2018-19	2017-18	2016-17	2015-16	2014-15
11	10	10	10	10

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 23.83

2.4.3.1 Total experience of full-time teachers

Response: 286

File Description	Document
Any additional information	View Document

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

Response: 52.63

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

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	04	00	00

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document
Any additional information	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

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

Response:

University Reforms:

The evaluation of the students has become an internal as well as integral part of the teaching –learning process. The semester examinations of first year, are conducted in the institution on behalf of the university .The question papers of examinations are designed and provided by the university and the answer papers are evaluated by the subject experts. The results of the examinations are prepared and sent online in prescribed time and format to the university. The university is also a NAAC accredited institution and it has its own Examination committee that brings about several reforms pertaining to paper style and evaluation method. Continuous Evaluation Process has been implemented by the university and our college follows it thoroughly.

Institutional Reforms:

Like university reforms, the institution also has followed some reforms in internal college evaluation system. For the students, the institution displays all the circulars regarding examinations on notice boards from time to time. From the very beginning of the academic year, the entire process of evaluation is systematically planned and presented before the students. At the beginning of the lectures, teachers inform the syllabus to the students, its objectives, evaluation scheme, nature of question papers and weightage of marks for the topics prescribed as per the norms and regulations. Moreover, teachers provide extra-guidelines and counseling related to internal and external examinations to the students. Thus, the system provides ways and means to ensure its creditability and reliability.

In the internal college examinations, many variables such as Unit Tests, Presentation, Oral Tests, Projects writing, Home-Assignments, Class room Seminars, Study-Tours, Industrial Visits etc. are included.

The followings are the evaluation processes implemented by the institution:

1. Classroom Seminar: Seminars are conducted especially for the third year students at college level. Selected topics are assigned and students are asked to give presentation in the classroom. The performance is evaluated on the basis of presentation skill, subject knowledge, communicative competence, response by

the class etc.

2. Group Discussion: The debatable topics are sorted out in every paper and they are given for the discussion to the students. The discussion is arranged by the subject teachers in order to evaluate the students. Through Group Discussion, student's subject knowledge, oratory and vocabulary skills, social awareness etc. are evaluated and marks are given as per participation and performance. This helps to motivate the students and enhance their knowledge by sharing thoughts.

3. Home-Assignments: The students are asked to submit Home-Assignments as per the schedule displayed by the internal examination committee. This develops amongst the students writing skills, learning skills and comprehension of the subjects.

4. Semester Examination: At the end of each semester, the students appear for the semester examinations held in the institution as per the university guidelines.

File Description	Document
Link for Additional Information	View Document

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

Response:

The Internal Assessment of Examinations helps in upgrading the graph of students' academic success. Internal Examinations are conducted by the institution to evaluate teaching. In the college, Unit Tests are taken by the respective subject teachers after the completion of prescribed topics. In Unit tests, some objective type questions and short-notes are asked on the topics taught. Every subject teacher goes through the answer paper immediately. At the end of assessment of Unit tests, subject teachers suggest required improvement in the writing. After the assessment, the answer papers with instructions and suggestions are returned to the students. The teachers show the weaknesses in the answer-sheets to the students. It helps the students in understanding the mistakes made in the papers. They prepare the record of the mark sheets of the Unit –Tests. As per the University ordinance, projects and oral tests are conducted in the institution. The results of these tests are declared and the faculty members show the mistakes and guide the students to improve the performances in University examinations. The students are supposed to appear for University Exam for the remaining 70% of marks. The 30% share of the Internal Evaluation is divided as per the table presented hereunder:

Internal Evaluation			University Exami
Unit Test	Written Assignment	Presentation / Oral Test	Final Exam
15	7	8	70

The examinations are conducted in a very healthy atmosphere. The faculties of the college perform the duty of invigilators. Examination committee consists of senior faculty members. They perform the duty of senior supervisors and maintain disciplines. All the classes and lobbies are always under surveillance of the watchful eyes of CCTV cameras.

In the internal evaluation, classroom seminars are conducted and students are asked to prepare presentation

on the topics of the syllabus. The concerned subject teacher makes an announcement of the schedule of seminar presentation in the class room well in advance. The seminar presentation is evaluated on the basis of the nature of presentation, selection of the topic and language competence. The seminar presentation is evaluated and their marks are displayed on notice-board by respective faculty members.

Moreover, college provides a facility of a separate room at the ground floor for the students who are Physically challenged or having some temporary problem in going to the examination room. A special invigilator is appointed for that class too. Even the students who remain absent for any genuine reasons like health issues, participation in NCC, Sports, NSS or University level representation in cultural activities are given a chance of re-test. The result is displayed on the notice board and if any students have any dissatisfaction regarding the evaluation, they can in prescribed format inform the exam committee for rechecking. Thus the mechanism of internal assessment is transparent and robust in terms of frequency and variety.

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

Response:

Our college has formed 'Examination Grievances Redressal Committee' and 'Internal College Squad Committee' under the leadership of the Principal to prevent examination related grievances of the students.

The Examination Grievances Redressal Committee consists of:

Prin. Dr. S.G. Chauhan	- Chairperson
Dr. M R Raval	- Coordinator
Dr. B. A Hadiyol	- Member
Dr. Smt. S.K. Patel	- Member
Dr. S.R. Dave	- Member

Students are facilitated to present their grievances regarding the question papers, answer-sheets and evaluation methods. Revaluation, reassessment system, and provision of the photocopy of the assessed answer- sheets etc. are available related to the grievances of the examinations. Students are given one week time frame after the declaration of the result for lodging any complaints. To conduct internal examinations smoothly and transparently in the college, internal college examination committee follows the rules and regulations laid down by Hemchandracharya North Gujarat University, Patan. If the students have any grievances in respect of the examinations, their complaints are put forth in front of the Grievances Redressal Committee .The committee follows the mechanism for the redressal which is time bound and efficient. The committee looks into the grievances related to examinations. If students have any grievances of getting less mark in the examinations, they will be shown the answer-book within one week from the declaration of the result. After the reassessing, if necessary, the students submit their grievances against counting of marks, unassessed part of the answer-book, less marks etc.

The students can only apply for their verifications at the college level. The students at the university level apply to the University for the verification. If the verification shows change in the marks, concerned students are informed about it. In this mechanism, transparent policy is maintained by the college as well as the University.

File Description	Document
Any additional information	View Document

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

Response:

Our institution has its own academic calendar. At the beginning of the academic year, students are instructed about the academic calendar relevant to the internal examinations conducted in the college. The academic calendar contains the relevant information regarding the teaching-learning schedule, various activities, tentative dates of internal examinations, class room seminars, assignments and presentations etc. The arrangement of internal examination is done by college examination committee.

Our college is punctual to conduct the internal examinations. Assessment method is used to monitor and measure learning after teaching. Assessment of students' learning is done using Assignments, Presentation, and Unit Tests etc. As per the schedule, Unit Tests, Seminars, Oral Tests, viva exam (Sanskrit and English) etc. are conducted at the end of the semester. Generally, these examinations are conducted in the months of October and February. The performance of the students is evaluated through such internal examinations. After the assessment, the students are shown their answer sheets if they have any doubt or dissatisfaction. They are directed properly as per the performance by the subject teachers. These internal examinations are conducted transparently.

Students are assigned with presentation, assignment and Unit tests. Unit Tests are conducted on each topic taught by the respective subject teachers. It helps the students how to write proper answers in the university examinations. Transparency in internal tests is maintained by the college. Moreover, Group discussions are also organized on debatable topics related to the syllabus.

These examinations are continuously conducted by College Examination Committee. It helps to uplift students' overall academic performance. Teachers get the required improvement in teaching-learning process through such examinations. It helps in enhancing the result of the college. In short, the practice of unit tests makes the students confident enough to face the university examinations. Thus, the academic calendar of the college plays vital role in creating awareness regarding examinations and college strictly adheres to it for the conduct of CIE.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

Mechanism of communication of Program outcomes & Course outcomes.

Our College being an affiliated college with Hemchandracharya University, the Board of Studies of university prepares the syllabus of each course of the subject. Syllabus of each course is communicated to colleges and is also made available on the University website.

With the Starting of academic year, HODs of each department arrange a departmental meeting regarding the Distribution of Syllabus to all faculty members. The department prepares Programme Outcomes, Programmes, Specific Outcomes and Course Outcomes. The POs, PSOs and COs and link of the syllabus of each programme and course are displayed on the College website and hence the students can access any time online.

The college ensures that these POs, PSOs and COs are also communicated to the students through orientation programme of freshers in the beginning of the year. The faculties are asked to provide it through photocopy of it or it is being dictated in the classrooms by them. The departments ensure that these POs, PSOs and COs are properly explained to the students for better understanding of the syllabus.

Besides these, each subject teacher makes sure that the outcomes are specifically explained and notes on these are given so that the students are kept well informed.

Besides these, the entire programmes and special lectures and discussion in the classroom teaching are centered on these. Hence there is a continuous communication of the Programme out comes, specific outcomes and Course outcomes.

The programme objectives at the end of UG and PG run by the College are as follows:

B.A. Programme

- To shape the students so as to add cultured and civilized member to the society
- To familiarize the students with the knowledge of human rights and duties enshrined in the Constitution of India.
- To enrich the knowledge and experiences so as to handle the challenges of life
- Provide basic knowledge of subjects such as History, Geography, Economics, Languages, Indian Culture and Philosophy etc.
- To develop critical thinking, scientific temper and rational behaviour to analyze neutrally in any situation.
- To ensure employability through personality improvement
- To sustain a lifelong pursuit of knowledge in combination with untiring efforts and positive attitude

M.A.

- Acquire a deep knowledge in the subject of study.
- Understand how the studies in Humanities have led to various social, economical, political changes over last few centuries.
- Predict the future course of the developments in the subject and its impact on the life of common man.
- Recognize and explore new horizons of research in the subject.
- Develop truth, consciousness and bliss as the goals of education.
- Dissolve differences & inequalities due to caste, creed and religion, social status etc.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The evaluation of the attainment of programme outcome is done by the college to check how far the institution has succeeded in accomplishing its goals and purpose. The College monitors and ensures the achievement of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) through different methods.

The college calculates the attainment of POs, PSOs and COs at the end of the year by the analysis of the attainment. The suggestions and recommendations of corrective and appreciative measures towards the attainment of programme outcomes are communicated to the faculty and even the University through our staff members in Academic council and Board of Studies.

To attain the outcomes properly the college sees that there must be a rapport established between the faculty and the students. The attainment of POs, PSOs and Cos are only possible through this teacher student cohesion. IQAC keeps a watch on their successful relationship.

The college uses the following methods to assess the outcomes.

Direct Method:

The course outcome is assessed through internal examinations and University examination at the end of the semester. The questions for the internal examinations are framed in tune with course outcomes and the outcome is assessed from the answer scripts. The results of the final examinations are used to measure their attainment of POs and COs.

The overall Course Outcome 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 such as seminars, workshops, book review, projects, assignments, etc. are also used in order to achieve the attainment of POs and COs.

Indirect Method: The indirect method of assessment is done through feedback collected from the outgoing students at the end of the course.

This feedback serves as the genuine opinion of the students in the CO attainment. The CO attainment further contributes to the PO attainment.

Proportional weightage is given to every portion in a paper as the questions asked in internal exams and assignments are mostly aligned with the Course Outcome of the respective subject.

The college uses the following mechanism to analyze data on the student performance and learning outcomes to use it for planning and overcoming obstacles in the path of learning:

- 1] Result analysis
- 2] Student Counselling
- 3] Identification of weak learners
- 4] Identification of advanced learners
- 5] Feedback analysis

Thus the college evaluates the programme outcomes ,Specific programme outcomes and course outcomes to deliver better teaching learning experience.

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Response: 94.35

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 752

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 797

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 870000

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	530000	00	00	340000

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Response: 50

3.1.2.1 Number of teachers recognised as research guides

Response: 06

File Description	Document
Any additional information	View Document

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

Response: 2.5

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

Response: 06

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

Response: 12

File Description	Document
Supporting document from Funding Agency	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

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

Response:

The Institution has constituted a Research Committee to promote, facilitate and monitor research activities in the College and to provide an atmosphere that is creative, innovative, progressive and encouraging to research, innovation and creation. Out of 12 permanent teachers; 11 are doctorates, 6 are doctoral guides and one is a creative writer. Regular participation of the teaching staff in National/International conferences and publication of articles and books is a habitual activity of the institute.

The following initiatives have been taken for creation and transfer of knowledge in the institution.

- The Research Committee encourages and provides necessary guidance to the faculties in submitting research proposals to UGC and other funding agencies.
- The teachers are encouraged to apply for recognized research guides of affiliated University.
- The committee helps departments in submitting seminar proposals and motivates the teachers to pursue Minor or Major research projects.
- The institute encourages the faculties for attending seminars/workshops
- The institute also encourages the faculties for publishing research papers.
- They are guided properly how and where to submit research papers and publish them in journals/books with ISBN and ISSN respectively.

To let easy progress and implementation of research project following steps are taken:

Due independence is given to the teachers doing research work.

Due efforts are made to make available all related theses and research work.

Resources like computer, internet, Journals, e-material, seating space etc., are provided for research work.

Separate research section in central library is provided to researchers. Teachers can make use of e-content with their account in N-List and National Digital Library.

College honors the faculty members who have obtained Ph.D., research guide ship, and who have presented their paper abroad or attended International conference/seminar.

Students & faculty exchange programme with other colleges .

Following efforts are made by the institution to develop Research culture and aptitude among students.

To inspire and encourage, the students are informed about the research projects carried out by faculty members

Displaying the information regarding various research projects on notice board is a regular practice.

Seminars/workshop and expert lectures are organized to involve them in these activities positively. Students are encouraged to participate in the seminars which are organized

The college grants duty leave to the faculty to participate in orientation course, Refresher course and short term training programmes organized all over India. The college supports the departments to organize university level, state level and national level workshops, seminars in the college.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 5

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	01	01	03	00

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

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

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response:** No**3.3.3 Number of Ph.D.s awarded per teacher during the last five years****Response:** 3.17**3.3.3.1 How many Ph.Ds awarded within last five years****Response:** 19**3.3.3.2 Number of teachers recognized as guides during the last five years****Response:** 06

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 0.7**3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
05	00	02	00	01

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**Response:** 8.42

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

2018-19	2017-18	2016-17	2015-16	2014-15
11	19	33	24	09

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities**3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years****Response:**

Holistic development, understanding of social issues and our responsibility to tackle these issues as a stake holder of the society are the primary goals of our institution. To communicate and sensitize students to these issues and to take them out of the classrooms to real life, we have an active unit of NSS and NCC comprising of committed Boys and Girls. College NSS unit performs a unique mentoring process through which students are introduced to painful social issues in surrounding community and shown them ways to solve them. Such activities are conducted to change their perspectives towards society and show them how they can be helpful to the needy, poor, stressed and sick. Moreover such confrontation with the problems of human life helps them develop an all-round personality and build a strong character and the qualities of Self-discipline, loyalty, respect, team work, and patriotism.

- The awareness about and testing of thalassemia for all the students admitted in the first year is compulsory. The counseling to thalassemia minor students and parents are also done.
- Health awareness Programmes for Chikunguniya, Dengue and Swine flu, AIDS, Fluoride etc. are done on regular basis.
- Social Awareness programmes on the issues like female feticide, dowry system, environment protection, consumer protection awareness, anti-corruption, HIV awareness, anti-tobacco and cleanliness awareness etc.
- Environment awareness programmes like Nature tours, heritage tours, border tours, and tree plantation are done frequently and plastic waste is collected to make these places clean.
- Heritage places of the city are cleaned to spread awareness in people not to make them dirty.
- Awareness about Government schemes like Jan-dhan Yojana, Swachhh Bharat Abhiyan, In house

toilets, open defecation free India, Beti Bachao-Beti Padhao, Vyasan Mukti, Voting awareness Programmes etc.

- Activities to celebrate the birth anniversaries of great leaders to spread their messages. Celebration of Independence Day and Republic Day to spread patriotic awareness among the society.
- All the significant days such as Environment day, Yoga Day, Teacher's Day, Hindi Day, NCC Day, NSS Day etc. are celebrated to familiarize students with the value of our traditions and culture.
- Various generic courses regarding Environment Sustainability and Indian Constitution have been introduced in our curriculum for UG students.
- Project Nirmaan was started to fulfill the educational needs of slum children.
- Fluoride Awareness programme is run to spread the consciousness about drinking water and to minimize the cases of Kidney diseases.
- Organizing lectures on Environment, Global Warming, Nature conservation and trips for instilling love for nature
- Celebrating the Golden Jubilee of the Management and organizing various programmes like Mushayara, Fun Fair, Tree plantation, and meeting with the management to make the students responsible towards society.
- Organizing Mini Marathon Race every year (10 Kms.) with a current theme on national issue to spread awareness in the community.
- Organizing visit to the Old Age Home to let them see how families are disintegrating and the consequences of disintegration.
- Running a yoga centre in the campus to make the students pro-active towards health.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 26

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

2018-19	2017-18	2016-17	2015-16	2014-15
11	03	03	05	04

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

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

Response: 57

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

2018-19	2017-18	2016-17	2015-16	2014-15
18	10	07	12	10

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 67.8

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

2018-19	2017-18	2016-17	2015-16	2014-15
1979	832	952	1913	2304

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

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

Response: 17

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

2018-19	2017-18	2016-17	2015-16	2014-15
05	06	03	02	01

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

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

Response: 0

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The institute furnishes adequate infrastructural facilities to fulfill the requirements of the students. We aim at creating an environment of excellence in education through technologically advanced pedagogical tools. The facilities are as under:

- Total Campus area of Institution is 4685.82 Sq. meters.
- The building is spread in three floors. The ground floor consists of central library, principal cabin (old), class room 1 to 5, staff common room, NSS room, NCC room, NAAC room, Parking zone 12050 Sq. feet, Rain water harvesting 2 wells (1,00,000 liters capacity per well), overhead water tank 50,000 liters capacity. Notice board, Boys toilets, and Staff toilets.
- The College has 21 rooms, including 08 ICT classrooms
- An Open Air Theater with a capacity of 2000 people
- A fully computerized Central Library with 38084 books in total, 31824 titles and other reading material such as encyclopedias, bound volumes etc. The College has an extra reading room close to the library. The College has provided **N-List facility** for all the students and teachers. They use this facility for their research and studies. The college has purchased **SOUL** software from **INFLIBNET** for library.
- The College has 26 Computers, 15 Laptops and 25 Computers in Language Lab. 12 LCD Projectors, Speakers, sound system, audio video aids, microphones, scanners, 06 Printers, 04 Xerox machines, pen drives, UPS, USB, Web Camera, Digital camera, SLR camera, and 60 CCTV cameras.
- The College has a separate NSS room, NCC room, NAAC room ladies' room, Common room, Store room, Rest rooms for girls and Canteen.
- The college provides free Wi-Fi internet access to all.
- The College has 2 units of RO Plants installed in the college. They provide purified drinking water to students, staff and hostel boarders.
- The college has podiums, chairs, writing desks, blackboards, digital boards, marker pens etc.
- College management has installed 60 CCTV Cameras in the entire college
- The college has 05 fire extinguishers installed in the building.

Auditorium: The College has an Open Air Theater in the premises with a seating capacity of 2000 students with mobile audio and video facilities. The major curricular, co-curricular and extracurricular activities and functions are organized in the Auditorium.

Seminar Hall: The College has a seminar hall with LCD projector, Audio Visual equipment for conducting Lectures, Staff Meetings, Literary programs and other competitions. It has a seating capacity of 200 people.

Hostel: The institution has a hostel facility for boys in the premises with a capacity to provide accommodation to 50 boys.

Gymnasium: The College has a gymnasium with modern instruments for overall exercise and fitness for boys and girls with indoor table tennis, Chess and Carom facility. It is also used for practicing Yoga and Meditation.

Radio Palanpur 90.4 FM: This new gem in the crown has been added last year to create academic, cultural, social and Educational identity of Palanpur and cater to the needs of students and culture lover people of Palanpur. College faculties are asked to record their audio video lectures to be broadcasted from it.

File Description	Document
Any additional information	View Document

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

Response:

The college plays a pro-active and supportive role in grooming students in the areas of Sports, games, Yoga and cultural activities. The platform and facilities for the following games and activities are available in the campus to cater to the needs of students. The college has a big playground for outdoor games and a gymnasium where indoor games are played. For other games' training and coaching, we use grounds of our sister institutions Vidya Mandir School and George 5th Club.

- **Infrastructure for cultural activities:**

College has an **Open Air Theatre** for cultural activities and functions such as students welcome programme, farewell programme, Saptdhara events and for larger audience programmes etc. It has a seating capacity of 2000 persons. It is well equipped with audio sound systems.

The seminar hall is used for meetings, lesser audience programmes, for the preparation of cultural and drama activities. It is fully air-conditioned and equipped with all ICT tools.

Our students participate in the following activities such as performing Plays, Mimes, Skits, One act play, Debate, Light vocal music, Classical singing, Quiz , Clay-modeling, Collage, Rangoli, Elocution, rallies, Spot-Photography etc. Many of our students have shown outstanding performances at University and state level & have brought us laurels.

The college also has an Audio video recording facility and broadcasting facility at Radio-Palanpur 90.4 FM at the second floor. The teachers and students deliver lectures, interviews and talks for developing e-

content for academic, social and entertainment purposes.

Most of the events of Yoga and meditation are organized in the ground and gymnasium. The college runs a certificate as well as Diploma course in Yoga for students and local community.

Palanpur is a hub of cultural activities in the North Gujarat. It is well known for its Poets, Writers and Perfumes. Cultural programmes like drama, mushayara (Poets'meet), kavyotsava etc. are a frequently organized in the college.

Sports: **Outdoor games**

Sr. No.	Name of the games / Sports	Place
1	Basket ball	G.D. Modi College Play C
2	Foot ball	G.D. Modi College Play C
3	Hand ball	G.D. Modi College Play C
4	Athletics	G.D. Modi College Play C
5	Hockey	G.D. Modi College Play C
6	Kabbaddi	G.D. Modi College Play C
7	Cricket	G.D. Modi College Play C
8	Net ball	G.D. Modi College Play C
9	Lawn Tennis	Vidya Mandir Sankul, Ge
10	Badminton	Vidya Mandir Sankul, Ge
11	Wrestling	Vidya Mandir Sankul, Ge
12	Judo	Vidya Mandir Sankul, Ge

• **Indoor games :**

Sr. No.	Name of the games / Sports	Place
1	Table- Tennis	Gymnasium Hall
2	Yoga and Meditation	Gymnasium Hall
3	Chess	Gymnasium Hall
4	Carom	Gymnasium Hall

• **Gymnasium:**

The college has a large Gymnasium of 12050 square feet established in 2009 and other facilities for the students and sport persons. It is fully equipped with modern gymnastic instruments. It is also used for indoor games, meditation, Yoga practice etc.

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

Response: 40.91

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 09

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

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

Response: 56.8

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

2018-19	2017-18	2016-17	2015-16	2014-15
143.45953	31.81084	1.80	1.50	1.50

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

Yes, the college library is automated using integrated Library Management System.

The college library committee takes care of the issues related to library. It consists of the following members.

Sr. No.	Name	Position
01	Dr. S.G. Chauhan	Chairman
	Principal	
02	Ms. Varshaben Thaker	Convener
	Librarian	
03	Prof. Mukesh Raval	Member

	NAAC-Coordinator	
04	Dr. B.A. Hadiyol	Member
	Head, Dept. of Economics	
05	Dr. K.B. Ganvit	Member
06	Dr. B.C. Ravat	Member
07	Dr. R.M. Patel	Member
	Head, Dept. of Sanskrit	
08	Hemangini Nayak	Student

The Library Committee plays an important role in deciding the infrastructural requirements of the library, purchase of books, journals, software and providing access to online journals to the Departments.

The following are the details of ILMS.

- ILMS software: Soul Software
- OPAC: using Web OPAC 2.0 Software
- Electronic Resource Management package for e-journals for N-List
- Federated searching tools to search articles in multiple databases
- Library Website: <https://sites.google.com/view/librarygdmarts/home>
- In-house/remote access to e-publications
- Library automation : SOUL software
- Total number of computers for students' access : 8
- Total numbers of printers for public access : 1
- Internet band width/ speed: 10 mbps
- Participation in Resource sharing networks/consortia (like Inflibnet)
- Separate reading facility for faculty and 100 students at a time
- An additional reading room for the students with the capacity of 80 students
- A wide repository of books, journals, CDs, newspapers, rare books, e-resources, previous years' question papers etc.
- Provision of specialized services like Inter-Library Loan Service (ILL), Information Deployment and Notification, Photocopying facility, e-Library Solution Search etc.
- INFLIBNET, N-LIST Programme, and Extension activities
- Special sections of books for NET/SET Coaching, Remedial Studies, State Public Service Examination, Civil Service Examination, Career and Counseling Guidance
- Availability of barcode printer and barcode reader, systems for internet browsing and book search
- Newspaper clipping service focusing on information regarding the various activities in the college
- Link search facility is provided to the students in the library link of the College website.
- Regular activities like book exhibitions, book donation campaign
- The college provides old paper sets of University as well as College exams
- Dissemination of new arrivals and activities through college application, notice-board, display in stand and college website.
- Library membership to outside students for a nominal fee of just Rs. 500.00 per year. At present, more than 250 outside students are benefiting from this membership scheme

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The library has a good collection of rare books on the Old Palanpur State of Honorable Nabob Shri Tale Mahommadkhan, on Banaskantha District and about authors of the district. It has also a good collection on library science and rich collection of encyclopedias. This library has good collection of bound volumes of 'Parichay Pustika' from the year 1958 to 2013, we can call it mini-encyclopedia. It covered many topics like biographical information of eminent persons, various languages, philosophy, Ayurvedas, history, religion, Law, Economics, social science and humanities, Gandhi Literature, Maps, Baxi Literature, Urdu Literature, CDs etc. We have a separate collection of encyclopedias and books in our central library units. It has also a regular subscription to newspapers and Magazines in Gujarati, Hindi and English ranging across the subjects. Few rare books to mention are

1. **History of Palanpur** written in Gujarati and Urdu by Nabob Shri Tale Mahommadkhan
2. Hindustan na Rakshit Rajao (1896)
3. **Gazetteer of India 1981**
4. **Criminal laws of Shri Palanpur State**
5. A colour Replica of **Indian Institution**(one among the 250 printed first time in colour in India)
6. **Parichaya Pustika** (A collection from 1958 to 2013)
7. **Collection of Baxi literature (Well-known writer of Gujarat belonging to Palanpur)**
8. Collection of Gandhian literature
9. Collection of English Literature
10. Collection of Gujarati Literature

File Description	Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

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

5.Databases**A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 1.34**4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
1.82	0.69	1.28	1.49	1.44

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

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

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students**Response:** 4.45

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

Response: 102

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:****There are committees to look after the IT infrastructure:**

Committee	Committee Members
College website updation committee	• Dr. Mihir M. Dave – Convener • Shri Mahesh K. Patel – Programmer BC • Shri Kalpesh D. Patni – Clerk
Up gradation of IT facilities maintenance and monitoring.	• The management has appointed Shri M.K. Patel, Programmer, Smt. B.K. M Palanpur.
MHRD Data upload, BISAG and SANDHAN	• Dr. Mihir M. Dave • Shri Vipul K. Patel

All the ICT facilities are updated periodically as per the requirements.

Sr. No.	Description	Available I.T. Facilities
1	Total number of computers and laptops	51 Computers and 15 Lap
2	Total number of printers	08
3	Total numbers of scanners	02
4	Total number of scanner with printer	02
5	Software (Licensed copy)	MS Office-2016, Window
6	Library software Lib-man	SOUL 2.0
7	Office computers	08
8	Stand-alone facility (UPS)	Limited
9	LAN facility	Limited
10	net Wi-Fi facility	NAMO Wi-Fi Facility
11	Number of nodes/ computers with internet facility	80
12	LCD Projectors	12
13	Computer processors	C2D, I3,I5-Win-10
14	VPN connections	20 (512kbps)
15	Computer Labs (Met Lab. DEL Lab.)	02

16	CCTV	All classrooms and Librar
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Wi-Fi facilities:

The Wi-Fi facilities provided to our college by BSNL and LNT this has been reserved for benefit only of the students. This facility is known as NAMO Wi-Fi as a part of 7 years (BSNL + LNT) project. The data speed for student is 05 mbps.

Internet facility:

The college has BSNL VPN- 20 Connection having speed of 512 kbps. Each department is connected with internet connection almost all computers are connected to internet. Bedside the college has regular BSNL broad band connection.

The office library students and faculty make optimum use of these facilities provided by the institute to keep themselves update in every field of knowledge.

File Description	Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 34.55

File Description	Document
Any additional information	View Document

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

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Any additional information	View Document

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

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 99.95

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

2018-19	2017-18	2016-17	2015-16	2014-15
143.45	31.81	6.20	5.63	5.28

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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

Response:

The college has well-established machinery in place for maintenance of campus facilities. This is primarily achieved through the monitoring of various committees like Planning Committee, Building Committee, Purchase Committee, Library Committee, Sports Committee and IQAC with necessary support systems.

PHYSICAL FACILITIES

The maintenance of various buildings is achieved through periodic monitoring by the building committee and devising suitable proposal.

Allocation of adequate budget is done for annual maintenance of college infrastructure.

Sufficient support staff is appointed by Management to maintain infrastructure, Scheduled Maintenance and Repair of physical infrastructure, like painting, roof maintenance etc.

Provisions of Classroom Maintenance including furniture, doors and windows

A Hardware Engineer appointed by Management maintains and solves the problems of major ICT instruments, computers, Internet etc.

The regular electrician appointed by Management solves electricity related problems.

AC and Water Coolers and RO plants are regularly serviced from seeking outside services.

Plumbing maintenance and repairs, including water supply and tube well, is done whenever it required by professional Plumber.

Language lab equipment' are repaired periodically.

Adequate protective measures like UPS, anti-virus, firewalls, and CCTV cameras are available at institute.

The water tanks are cleaned regularly.

Open air Theatre is cleaned regularly and its equipment are handled by a professional appointed by the management.

For voltage fluctuation, the institution uses voltage stabilizer and UPS.

The institution has a facility of mineral drinking water.

There are ELCB switches in Language laboratory as well as in library as a safeguard for instruments.

Fire extinguishers are installed at each floor of buildings for safety purpose.

ICT AND INTERNET FACILITIES:

The college has a comprehensive IT policy regarding service, data, and network security.

The college has a system of purchasing licensed software and anti-piracy protocol.

A Hardware Engineer appointed by Management addresses internet broadband connectivity and Wi-Fi problems.

In order to minimize e-waste, computers are serviced and reused as far as possible.

The College Website, College Library Website, LAN facility are maintained by appointed Hardware Engineer.

LIBRARY FACILITIES

The library is automated regularly through software SOUL 2.0

Maintenance of rare books, volumes is done with special care.

Cupboards are cleaned on a regular basis with the help of students.

IT infrastructure is maintained regularly.

OPAC system for book search has been devised and regularly updated.

Library Committee regularly devises measures to keep it up to date.

SPORTS FACILITIES

Physical Director and Sports Committee monitor the maintenance of Sports Facilities.

Regular maintenance of sports equipment is done.

Regular inspection and maintenance of turf wicket, fields and play Ground is done by grass cutting machines. These machines are also serviced regularly.

Top priority is given to the safety of the players by renewing protective guards.

The equipment in Indoor and Outdoor Gymnasium are regularly serviced.

College Teams are sent through college Bus only.

Precautions:

The management conducts a regular Green Audit, Safety Audit and Energy Audit by hiring Professional services.

It is always an endeavor of the management to keep the Campus clean, lush green and plastic free.

File Description	Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 51.62

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

2018-19	2017-18	2016-17	2015-16	2014-15
1298	1153	1197	1236	1208

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

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

Response: 0.85

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

2018-19	2017-18	2016-17	2015-16	2014-15
09	67	07	07	09

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document

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

Response: 8.84

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

2018-19	2017-18	2016-17	2015-16	2014-15
301	178	203	142	213

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 0**5.1.5.1 Number of students attending VET year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
00	00	00	00	00

File Description	Document
Details of the students benefitted by VET	View Document

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

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 1.1**5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
17	03	19	01	00

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 65.65

5.2.2.1 Number of outgoing students progressing to higher education

Response: 493

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 25.94

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

2018-19	2017-18	2016-17	2015-16	2014-15
01	15	23	02	00

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

2018-19	2017-18	2016-17	2015-16	2014-15
10	32	52	07	05

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 35

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

2018-19	2017-18	2016-17	2015-16	2014-15
08	08	08	08	03

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

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

Response:

The student representatives in various college-committees for academic, co-curricular and extension activities play a vital role in the coordinating and organizing college activities.

The major objectives are as under:

- 1.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.
- 2.The representatives help the class teacher in conducting class activities, Unit Tests, assignments as well as attendance of students.
- 3.To develop skills of students by involving them in planning and implementation of academic and

co-curricular activities.

- 4.To cultivate Learning process through practical experience that encourages and makes students more confident. It also improves their communication skills.
- 5.To provide an opportunity to develop the leadership skill.

The Activities

1.Library Advisory Committee

The committee's major role is to upgrade the library facilities and to increase the utilization of library. The Committee always welcomes the suggestions from students. The committee conducts various activities like maintaining discipline in library, computer assistance to search articles etc.

1.Parnasha

The committee publishes the college magazine 'Parnasha'. It also conducts the activities like Elocution competition, essay writing, debate competition, wall magazine etc. on various current issues.

1.Cultural Committee

The committee organizes various cultural programmes like college Annual Function, cultural programmes, preparing students for participation in various competitions at University, State and National levels.

1.National Service Scheme

NSS organizes all kind of social activities. NSS committee arranges annual NSS camp once in a year and adopts a village for three years. At village, students actively organize public awareness programmes such as village cleanliness, Awareness rally on social issues, lectures on women empowerment, ban on female feticide, child education, voting awareness, animal treatment camps, de-addiction move, medical camp, street plays and other programmes for social awareness etc.

1.National Cadet Corps

NCC is a feather in the cap of our college. Regular parades, trainings, weapon training, various camps are organized throughout the year. The committee provides guidance for various camps and trainings and organizes for their conveyance and routines. Most of the seniors play a vital role in offering training to the fresher.

1.Discipline & Cleanliness Committee:

The committee works for maintaining discipline in the campus and help in maintaining cleanliness on the campus premises, classrooms, ground, furniture, washrooms etc.by keeping watch on it. They see to it that all the dustbins are cleaned regularly and the electric lights and fans are switched off in unused classes.

1.Anti- Ragging Committee

Anti- Ragging Committee is supervisory and advisory committee in preserving Ragging free environment in college campus.

1. Grievances Redressal Committee

The major aim of the committee is to function as a link between college administration, teachers and students. The Committee creates a healthy and safe atmosphere in the college. The Committee promotes transparent resolution of any issue or suggestion in confidential manner within prescribed time limit.

File Description	Document
Any additional information	View Document

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

Response: 27.2

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

2018-19	2017-18	2016-17	2015-16	2014-15
30	28	27	25	26

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

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

Response:

Under auspices of Banaskantha District Kelavani Mandal (BKDKM) Palanpur, the G D Modi Vidya Sankul has a registered alumni association of Campus Colleges, including our College

Name: Banaskantha Arts, Science and Commerce College Bhutpurva Vidyarthi Welfare Association

Established: October 18, 2007.

Registration No: F/3907/ Banaskantha.

Registered members: 6591

Website: <https://bkdkmpassoutstudent.org/>

Objectives:

- To bring the alumni of the College into a common forum.
- To maintain the contacts of the alumni of the College with the alma-mater.
- To encourage, foster and promote close relations among the alumni themselves.
- To provide and disseminate information regarding their Alma Mater, its graduates, faculties and students to the Alumni.
- To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the Alumni
- Environment related activities
- Activities for the town and rural development.
- Health related activities and awareness programmes.
- To create facilities for the students in the library and provide sports equipment to the players.

The Executive Committee of this association is as under:

Sr. No	•	◦	Faculty Alumnus
1.	Tarunbhai Joshi	President	Arts
2	Anil Joshi	Vice-President	Arts
3	Abhijit Rathod	Secretary	Science
4	Aniket Thaker	Treasurer	•

The College alumni association fosters academic, professional, and emotional relationship between the alumni and alma mater. The vital role of this association is to be a friendly bridge between the past students and the College to be well acquainted with the educational growth and challenges. Some of the alumni are holding key posts in the local managing committee of the management. Shree R V Shah, a Science alumnus, is a Joint Secretary in the BKDKM and a well reputed Chartered Accountant. Pushkarbhai Patel, a Science alumnus, is a Member in the Managing Committee and a Chairman in the Mercantile Cooperative Bank in the town. Many are in the field of teaching and serving in the various schools and colleges of the district and the state. Dr. Brijesh Joshi, Commerce alumnus, is an in-charge principal in the Campus BBA College. They always remain present at the college on various occasions to motivate students and participate in functions enthusiastically.

- The alumni donated 6 lac Rupees to the management during the celebration of Golden Jubilee of the Management. The management has utilized same amount for building up infrastructure for the campus F.M. Radio.
- Several scholarships have been started by the Alumni members for the rankers of the campus.
- FM 90.4 Radio Palanpur is also managed by the Alumni Association.
- Alumni association fetches donations from various sources every year for infrastructural and

academic facilities.

- The Alumni Association has a strong mechanism. The alumni can register themselves online through registration on the webpage. It acts as a bridge between the former students, current students and stakeholders.
- The alumni contribute to college through their valuable suggestions, helping in arranging experts' lectures, placement, financial support and help in organizing programmes under Institutional social responsibility.

File Description	Document
Link for Additional Information	View Document

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: ? 5 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

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

Response: 3

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

2018-19	2017-18	2016-17	2015-16	2014-15
01	01	00	00	01

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document
Any additional information	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

G.D. Modi College of Arts was established in 1964 in this remote region of North Gujarat with the noble aim of serving the basic educational needs for the economically and socially retrofexed students. Being economically and educationally backward district, our objectives are determined by the contextual necessities. Over 85% of the students come from the lower strata of the society. Most of them come here to enable themselves to earn livelihood after the completion of their study. Hence our prime objective is to help them achieve their aspirations. Of course, we are wedded to far too obvious objectives as there can be of any educational institution viz. mental, physical, aesthetic, social, spiritual and economic progress, ensuring all round growth of an adult individual and further inculcating in them the virtues of hard work, honesty, fairness, tolerance, love and environment friendliness etc. Our prime objective is to prepare fearless men and women who can shirk off the vagaries of life, taking everything in their strides and showing some character vis-a-vis destiny.

Vision: We shall go always a little further with “Better Every day”- Spirit

Mission: To Spread and promote higher education for the sustainable development of the nation.

Objectives:-

- 1.To help the students achieve their aspirations.
- 2.To create environment conducive to all round development of students.
- 3.To inculcate in students the virtues of hard work, honesty, fairness, tolerance etc.
- 4.To prepare fearless men and women who can shirk off the vagaries of life.
- 5.To award scholarships, prizes and also grant aid to needy students.

Governance:

- “Education to All” is the guiding mantra with which the college is committed to providing educational opportunities to students of all sections of society for nearly 55 years.
- The college caters to the educational needs of the society having more than 60% populace belonging to scheduled castes and Other Backward Classes in the district of Banaskantha.
- Admissions are given purely on merit base and transparency is maintained in each and every activity.
- The college has a well-equipped library, a separate research **library**, a **gymnasium**, an **open air theatre**, a **turf wicket cricket ground** with a **pavilion**, indoor games facility, running trek, **ICT enabled classrooms** and a **seminar hall**, Hygienic water and Canteen facility in Campus, a **hostel** for boys, FM Radio of the campus, Management scholarships for meritorious students in each field, extra reading facility and free Wi-Fi facility in the campus.
- A highly qualified teaching staff, a well-developed research culture and thorough participation in national and international seminars, workshops and conferences creates a better academic

atmosphere.

- Innovative experiments in the teaching-learning process, co-curricular and extracurricular activities like cultural, sports, NSS, NCC, seminars, workshops, skill-based training, field visits, tours, are duly carried out here.
- The committed management takes all measures to maintain standards of excellence in academic, infrastructure, administrative, financial and environmental affairs.
- Overall governance of the institution is transparently reflective of an effective leadership in tune with the vision and mission of the institution.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Banskantha District Kelavani Mandal has formed governing body that takes the lead in the governance and management of the institution. The said governing body consists of management committee members, campus director and the principal. In day to day functioning of the college, the governing body follows the key managerial concepts like strategic planning, teamwork, decision making and computerization.

The administration of institution is decentralized. The Management, the Principal and faculties work in coordination with one another to carry out various plans and policy. The management holds one to one meeting every year with the staff members and encourage them to exercise their freedom of expression. The management gives them assignments and appreciates them for their academic success in one to one meeting. The Management monitors to promote and sustain quality.

The Principal coordinates with teaching and non-teaching staff members and student body members for proper functioning of all academic affairs. The principal and the teaching staff members are given total academic freedom by the Management. At college level various committees have been constituted to plan and monitor the functioning of different departments and programmes. The faculty members participate in the decision making by providing suggestions from time to time either in written or oral form. They also figure in the academic and administrative committees of the institution such as Building and Infrastructure, Sanitation and Maintenance, Discipline Committee, Library Committee etc. All the committees are constituted with a judicious combination of youth and experienced including all the stake holders. It enables an environment of organizational participatory democracy.

The College also prepares its institutional budget. The students of the institution also play effective role in decision making. Even the suggestions from the Alumni, parents and employees are incorporated by the institution. In the institution, administrative powers and responsibilities are delegated to faculties on the basis of their experience, competence, commitment and attitude to meet the institutional goals and objectives. The Principal is the chief head of the college who is given enough freedom to run the college. However, the campus director helps him in the administrative affairs as and when required. Under the principal are the Heads of different Departments and faculty members. The IQAC also plays a vital role in college administration. Enough autonomy is given to all HoDs to run their Departments in accordance with

the vision, mission and goals of the college. Thus the whole process from decision making to execution is participatory and every stake holder enjoys a freedom to suggest, monitor, criticize and appreciate. “No one controls the system and no one can escape from the responsibility” is the motto of the working in the institution.

File Description	Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

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

Response:

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

The college follows a policy of plan and work. After accreditation by NAAC in 2004, the IQAC was constituted. This committee in consultation with the Principal, heads of various departments, external members and student representatives, plans and deploys various policies that improve the quality of academic and administrative functioning of the institution. The policies and decisions are reviewed at the Principal's meeting with the Heads and necessary measures are taken if needed.

Regular meetings of the Managerial body and Principal are held to discuss the planning of any event or programme. The budget of the institute is prepared at the beginning of the year and sent for the approval of the management. After the approval is sought, the principal, IQAC and various committees put their plans or proposals for programmes. And finally the principal approves the demands and proposals for various activities and programmes.

The feedback from Students also helps in improving the teaching learning experience. Regular visits of the Principal to the departments and interaction with heads of the departments help proper functioning of academic work. Heads of the departments monitor the system of each department regularly. The Principal of the institute is a liaison between the students and the Management. Infrastructure requirements 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, and HODs. Various committees of the college are there to implement the plans and policies together. The institute has developed and established the culture of excellence through the excellent teamwork of the staff under the guidance and leadership of the Principal.

The executive members of Management and Director are always available to guide us for the overall development of the institute. The committees prepare action plans and submit to the principal for approval. The committees carry out the activities and at the end of the academic year; the conveners submit the reports of the work done to the Principal. To groom leadership at the student level, the students' representative is also encouraged and nominated to handle the co-curricular and extracurricular activities. For academic matters, HODs are given full liberty to improve the academic level. Physical Director, Librarian, Programme officers of NSS, Officer of NCC and conveners of different committees are also

independent to perform their duties.

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

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

Response:

The Managing Committee of Banaskantha District Kelavani Mandal, Palanpur, consists of a President, a Vice-president, Secretary, Jt. secretary and other 13 members including the Principal. Other important body of the management is the Executive committee. The executive Body of the management which sits at Mumbai plays vital role in fund generation, expansion, development and future planning and gives direction externally. The college is managed by the managing committee. The Principal of the institute is a liaison between the Staff-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. The Management also appointed assistant director Mr. Apoorva Mehta for strengthening administrative and academic activities and helping the principal in various tasks. 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, Extra-curricular 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, Research Committee, Sapta-dhara, Career Guidance cell, Women Development Cell, NSS, NCC, etc.

The Management of the Institution is visionary and committed. In short, Management monitors the following processes: Teaching-Learning Process, Recruitment, Promotion of Staff and Freedom for Academic Development, Financial Support, Evaluation of Teachers Performance. The recruitment of the teacher is done as per the norms of the UGC, State Government and the affiliated University. The institution working hours are set according to UGC and Government of Gujarat norms. GPF, Casual Leave, Earned Leave, Medical Leave, Paternity/Maternity leave, etc., have benefited the teaching and non-teaching faculty. Each and every staff member as and when eligible for a promotion by acquiring required qualification and the score as stipulated by the API of UGC norms, the College management follows the procedures as early as possible for his / her promotion. Institute has constituted a Grievances Redressal Committee. The Grievance Redressal Committee is headed by the Principal. This committee discusses the matters with the Principal to solve the problem. The institute has well-defined Grievance Redressal procedure. Prompt and effective disposal of grievances of various stakeholders is being done.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
Any additional information	View Document

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

Response:

It is years long practice of the Institute to constitute different committees at the beginning of each academic year. Senior faculties are made the coordinators . All the committees are meeting once in a semester to plan and execute the activities. Each activity takes place through the meetings of the concerned committee. In the meetings, resolutions are passed to undertake the specific activity strategically. There is a committee for every important activity and project. To show the effectiveness of various committees which is evident through minutes of meetings and implementation of their resolutions, we furnish before you the case of research committee.

- The function of the Research Committee is to facilitate, encourage and monitor research activities in the College.

- It provides necessary guidance to the faculties in submitting minor or major research proposals to UGC.
- The committee promotes teachers becoming recognized research guides and facilitates them with library, computer and internet.
- It also helps submitting seminar proposals and motivates the faculties and students for publishing research papers.
- The committee also cares about plagiarism in research activities.
- It organizes seminars/workshop and encourages teachers for attending National, Inter-National seminars/workshops and honours them.

The Research Committee comprises of Principal and IQAC Coordinator with all department heads. The following table shows the resolutions made by the committees and its' implementations.

Resolutions

1. Honouring faculty members for obtaining PhD degree, guide ship and abroad visit for seminar/conference/workshop.
2. To develop and promote research aptitude among faculty and students.
3. To encourage the teachers to develop e-content and audio lectures for FM Radio.
4. To encourage faculties to pursue M.Phil., PhD and become Doctoral guides.
5. Encourage faculty and students to write research papers and Research Project proposals.
6. To publish more research papers and books.
7. To increase the research facilities.

Implementations

1. Faculty members who obtained PhD degree, guide ship and abroad visit for seminar/conference/workshop are honoured on every Annual Day Celebration.
2. The PG students of English and Gujarati have presented their research papers in conferences/seminars.
 - The faculty members have presented their research papers regularly in national/ state level conferences.
 - Dr S.G.Chauhan, Dr.Rishikesh Raval and Prof. M. M. Raval have presented research papers in international conference at Malaysia.
3. Ex. Principal Dr. Girish Thaker has recorded almost 180 lectures on Geeta. Dr.Rishikesh Raval and Dr. Manish Raval has also recorded their lectures. Other teachers are given timeline for recording.
4. Twelve faculty members are Ph.D. Six of them are recognized research guides at different universities and actively engaged in research.

- Dr.Mukesh Agraval has received a PhD degree during the last five years. Prof.Vijay Prajapati has been pursuing his Ph.D.

5. The college organized four seminars/workshops to encourage both faculty and students to create research atmosphere.

- Three teachers have completed minor research projects in last five years.

6. During the last five years, teachers have published more than 74 research papers and 22 books.

7. A special research library has been set up for researchers. Laptops are given to the faculty.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

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

- **Group insurance scheme** like GSLI by the government for all permanent employees
- Various leaves are available to teaching and non-teaching staff are vacation leave, Casual Leave, Earned Leave, Medical Leave, Maternity and Paternity Leave.
- The class IV employees get the benefit of **uniform and washing allowance**.
- 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 of 3to 5 Lac.
- Gratuities, Pension and all other such Government welfare schemes and measures are given to the staff
- **First Aid Facility on the campus**, Doctor on demand is available as the college is situated very close to Doctor House where as many as 100 hospitals are functioning day and night. The college has a vehicle facility to be provided in emergency cases.
- **Bus service** is provided to girls who commute from villages. The college bus regularly picks them from city bus stand and drops them off there daily. This bus can also be hired by teaching and non-teaching staff also for social purpose.

- Facility of the Central Library, computer and internet are provided to teachers conducting research. College has provided **Laptops to all permanent teachers**.
- **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.
- **Medical reimbursement Scheme**: refunds the medical expenditure of employees and their Dependents.
- **Sexual Harassment Policy**: Women cell for addressing complaints regarding sexual harassment
- **Parking Facility** is given to students only with Helmet for their safety.
- **Free Wi-Fi** facility is available throughout the college.
- Complete **support and assistance** is provided to the faculty for pursuing higher studies and Research Projects
- **Leave Travel Concession**: Subject to rules and regulations, the travelling expenditure of the employees to any place in India is refunded.
- **Accidental Death Policy Insurance Scheme** for all staff members as well as all the students on the campus by Govt. of Gujarat.
- Faculty members are encouraged to join **Yoga and meditation programs** for their betterment of health.
- A one day **staff trip** annually to infuse team spirit and family gathering.
- A well equipped gymnasium for teaching and non-teaching staff at a nominal charges.

File Description	Document
Any additional information	View Document

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

Response: 10.61

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

2018-19	2017-18	2016-17	2015-16	2014-15
00	02	01	01	02

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document
Any additional information	View Document

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

Response: 0.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
01	00	00	01	01

File Description	Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

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

Response: 66.97

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

2018-19	2017-18	2016-17	2015-16	2014-15
07	09	08	07	07

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
Details of teachers attending professional development programs during the last five years	View Document

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

Response:

The Institution has a multi-level mechanism for appraisal of the performance of the teachers.

Teachers' Evaluation by Students

The current and outgoing students get an opportunity to evaluate the performance of their teachers through a Questionnaire. The parameters evaluated in the rating scale are inclusive of the communication skill, knowledge, sincerity and commitment of the teacher, ability to integrate course material with environment and other issues and the accessibility of the teacher in and out of the classes. The Principal analyses the feedback acquired from students and suggest him corrective measures.

Teachers' Evaluation by Management

The president along with Director and Principal holds a one to one meeting with the teaching faculty. The faculty is asked to show academic/ research/creative/any other work which is done in the last year and show the proofs of it. If not satisfied by his performance, the faculty is given a direction for what he has to do in a stipulated time in the areas he is found unsatisfactory. Everything is kept in the records and in the next meeting the faculty is asked about his progress and suggested newer measures.

Teachers' Self-Appraisal Form

As per the rules of UGC, A permanent teacher has to furnish a data of his academic performance in a duly designed form by the authority known as the self-appraisal form. He has to show all his academic, extension and research performance for the evaluation and appraisal by the higher authorities.

Teacher's Diary

Every teacher in the college is provided with an academic diary at the beginning of the term. He has to keep records of his academic and other works in monthly basis. This Diary is evaluated by the HoD and the Principal which helps them evaluate his performance.

The Results of Exams

On the basis of the statistics of the results of Semester exams, the Principal tries to judge the performance of the teachers and discusses the matter with the concerned teacher personally. He guides the teacher for improvement in his/her performance.

The main parameters of performance appraisal for faculty consist of:

1. Punctuality
2. Innovative teaching methods
3. Completion of syllabus
4. Feedback
5. Attainment of higher qualifications
6. Continuous academic improvement
7. Participation in curricular, co-curricular & extracurricular activities.
8. Computer literacy and use of ICT.
9. Honesty, morality and Integrity.

NON-TEACHING STAFF

The performance of the non-teaching staff of the college is assessed by the management and the Principal. The principal and the management, on the basis of their ability, performance, discipline, punctuality and devotion to work assess their performance and suggest corrective measures if needed.

The parameters of performance appraisal system for non-teaching staff:

1. Punctuality
2. Ability
3. Discipline
4. Punctuality
5. Dependability
6. Integrity
7. Reliability

8. Technical skill enhancement

9. Vertical enhancement of qualifications

The Principal, based on all analysis, gives suggestions for improvement to non-teaching staff if find necessary.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Yes, The Institution conducts internal and external audit regularly.

Normally, the accounts are maintained and updated on Tally on daily basis. The accountants of the college scrutinize and verify the financial data fortnightly and furnish it before the Principal. They follow the directions from the Higher Education department and external Chartered Account for this internal audit. At the end of every financial year, the annual financial statement which is inclusive of all the income and expenditure is prepared and sent to the authorities in the Department of Education. Reconciliation of accounts with the bank is also done to keep the accuracy of cash and accounts with the banks.

Audit of the Grants & fees sanctioned by the Government

The college seeks the services of the External auditor for interim audit in September and Final audit in March every year. All the financial documents of the period are submitted to the external auditor, J.T.SHAH & Co., Ahmedabad, the Chartered Accountant for verification and audit certificate. Omissions or errors, if any, reported by the Chartered Accountant are corrected as per his directions and the final balance sheet and certificate are issued by him. The audit wing of the government from the Department of Education visits the college periodically and inspects all the files relating to financial matters of all the schemes that the college has availed of. They submit the audit report to the college authorities. Any correction, if required, has been effected on the basis of the audit report and clarifications called by them are submitted as audit reply. On hearing and settling the omissions or errors, they give final report and liabilities, if any, will be settled.

Audit of the Grants sanctioned by the UGC

In the case of spending of UGC grant, there is IQAC, Purchase Committee and Library Committee. It finalizes the purchase of necessary equipment and books for the Institute. All purchases are done through a tender system. After the completion of the specified period, all the files relating to this grant are submitted to our external auditor, J.T.SHAH & Co., Ahmedabad, Chartered Accountant for verification and audit certificate. These certificates and statements of account are submitted to the UGC. All the accounts

regarding the grants received from UGC are settled and No Objection Certificate for the same has been sought.

File Description	Document
Link for Additional Information	View Document

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

Response: 93.56

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

2018-19	2017-18	2016-17	2015-16	2014-15
28.00	15.50000	49.15502	0.90	00

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document

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

Response:

The sources of fund for the Institute are

- The grant from State government
- The grant from UGC under various schemes,
- Fees from courses under Self-Financed Programmes
- Donations from Alumni, Senior staff members and general public/community
- Financial assistance from the Management

Utilization Policy:

- Financial resources available are utilized and monitored by the management, Principal, Accountant & different committees.

The State Govt. provides grants only for the salary of the staff (teaching and non-teaching).

- Grant received from UGC under various schemes like College Development Grant, Additional Grants, Golden Jubilee Grant, Merged Scheme, BSR, MRP, RUSA, etc., can be used only for the purpose it is granted for.
- Fees from the self -financed courses are collected under different heads and the college does not have any autonomy to divert it for any other purpose.
- The tuition fees collected is deposited to the Government in the salary grant account.
- The college uses the development fee for different purposes.
- 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.
- The sanctioned but not filled posts are compensated by the adhoc faculty. 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 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. The comparative statement of quotations placed before the Purchase Committee. The purchase order is released after the final decision of the committee.
- All The financial transactions are done only through cheques. Collection of tuition fees, purchases of materials, books, stationeries, equipment and its maintenance, payment of bills are through centralized accounts department. All purchases are done through a tender system. Each and every transaction is supported by the vouchers.
- All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through cheques. Only authorized persons by management can operate the transaction through the bank.
- Internal Chartered Accountant conducts a financial audit twice in every financial year to verify the compliance.
- Final annual audit is done by the external auditors.
- The State Government periodically does the external audit. The grant of State Government is finalized only after the audit.
- The accounts are done by Tally software, so all the entries can be monitored by authorities.

6.5 Internal Quality Assurance System

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

Response:

Development and Application of Quality parameters

IQAC makes the faculty and the staff aware of the parameters of quality in research, teaching and assessment and channelize these activities through every innovative and different means to achieve a better outcome. Promotion of research and Creativity through regular encouragement of the faculty is also done by IQAC.

Creating a Learner-Centric Environment

The IQAC undoubtedly takes the lead in transforming the learning atmosphere in the campus into a learner centric one. The focus is given on an overall learning experience of the course. The IQAC in its meetings with the teachers firmly asserts these changes in teaching learning activity. The IQAC also motivates teachers to adapt their teaching approaches so that the learning system becomes easy and interesting and the facilities of ICT can be utilized more effectively.

Feedback Response System

Every year, under the initiative of the IQAC, the feedbacks on the academic processes are taken from the students. Relevant issues are taken up and appropriate responses and measures are suggested by the IQAC to the Principal and Management.

Enhancement in Curricular, Co-curricular and Extension Activities

IQAC organizes workshops, seminars, exhibition, competitions aiming at the interaction of the academic growth and personal growth, which is hugely beneficial for the teachers and the students. The IQAC also emphasizes for increases the involvement of students in Curricular, Co-curricular and Extension Activities which bring them close to face the social realities.

Documentation

The IQAC meticulously document the participation of faculty and students in various curricular and extracurricular activities. The IQAC monitors the departmental documents by providing clear guidelines and documentation materials. All the faculty members are provided with an academic diary to keep their teaching and other activities records. Each faculty and department is asked to maintain a record of their academic activities. The Action taken report fully reveals that the planning and execution of the programmes have done satisfactorily.

Implementation of Best Practices

IQAC is also a separate agency for coordinating and implementing the best practices of the institution. The best practices such as Green Audit, Energy Audit and safety audit were conducted on the campus. Its

recommendations are to be implemented in the campus soon to make the campus environment friendly, Student friendly and definitely heading towards a digital campus.

Development of Quality Culture in the Institution

The IQAC associates closely with the conduct of various programmes on the campus and provides guidelines to the Committee/body/ department regarding the organizing and planning of events. IQAC ensures the avoidance of plastic, parking with Helmet only, for instance, and works with the NSS and the NCC in maintaining the social responsibilities and community services. IQAC also makes sure that while new programmes are organized, the participation of all the stake holders remains at maximum.

Preparation and Submission of AQAR

Preparation of the Annual Quality Assurance Report (AQAR) based on the guidelines and parameters of NAAC is definitely a prime duty of the IQAC.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

IQAC reviews its teaching-learning process, structures & methodologies of operation annually. It also monitors the learning outcomes periodically through student feedback and departmental meetings. IQAC found that the teaching methods 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 IQAC initiated review processes below two case illustrations are presented.

Institutional reviews facilitated by the IQAC:

(1) Feedback on Teachers' Performance:

The IQAC conducts a performance appraisal of teachers by randomly selected students from each class. It 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 the particular year. The coordinator communicates the feedback analysis to the Principal who takes necessary action where required. From the year 2019-20, the college is going to take online feedback.

(2) Review of the results of Unit Tests, Assignments, Diary and examinations.

The results of the Preliminary and Final examinations are discussed among the Principal, HoDs, and IQAC. Then, the points of concern are brought to the faculties in their meeting with IQAC. The inspection of diaries of the faculties is conducted by the Principal. The Principal authenticates them after going through them minutely and suggests required measures to improve the performance of the teacher as well as students.

(3) Implementation of teaching-learning reforms facilitated by the IQAC:

The IQAC makes several recommendations aimed at bringing about general improvements in the overall functioning of the College. This includes plans to reform teaching, learning and evaluation. The IQAC has recommended several steps to enhance the effectiveness of the teaching learning process through its Plan of Action. The institution enhanced students' centric methods to make teaching interesting. These include ICT enabled Class Rooms, Seminar Hall, Wi-Fi Campus, Books and Journals in online format, organizing guest lectures, seminars/conferences and various co-curricular activities like quiz, debate, poster presentation, creative writing, presentation etc.

(04)Future Plan

- Annual Academic and Administrative Audit:

The IQAC will undertake the annual academic and administrative audit from the year 2019-20. This will be done by collecting information regarding the various developments in the College during the year as per the NAAC criteria.

- Online admission, Exams and fees collection : Online fees collection began
- Participation in NIRF/GSIRF : Applied
- Online study material, Library website is under progress.
- Placement officer and HR Officer to be appointed at Campus. :Advertisement is given in news papers
- More focus on job creation and placement through career counseling and skill development courses.

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

Response: 8.6

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

2018-19	2017-18	2016-17	2015-16	2014-15
09	06	08	12	08

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
- 2.Academic Administrative Audit (AAA) and initiation of follow up action
- 3.Participation in NIRF
- 4.ISO Certification
- 5.NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document

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

Response:

The following post accreditation quality initiatives have been undertaken by the institute during the last five years.

- 1.Established M.A. Parkih & G.D. Modi Diploma Abhyas Kendra in June 2016 and availed affiliation of Shree Somnath Sanskrit University, Veraval, Dist. Gir-Somnath. A One Year Diploma

in Yoga Program is run by G D Modi College of Arts & M.A. Parikh Fine Arts & Arts College jointly.

2. Began *Sanskrit Sambhashan Varga* {Informal Sanskrit Spoken Classes} for developing Sanskrit speaking ability in the students in 2014.
3. Celebration of Golden Jubilee of B.K.D.K.M.
4. Started certificate course in Sanskrit in collaboration with Rashtriya Sanskrit Sansthan, New Delhi {Deemed University} in June 2017
5. Started Diploma in Sanskrit in collaboration with Rashtriya Sanskrit Sansthan, New Delhi {Deemed University} in June 2018
6. Started Artistic Yoga Certificate Programme in 2017 {A three month Course}
7. Started Finishing School classes in collaboration of KCG, Govt. of Gujarat in 2017
8. Introduction of Slow learners classes
9. Basic Computer training Classes for students
10. 4 Minor Research Projects with a total outlay of nearly Rs. 4,00,000/- obtained from UGC
11. Teachers' diary for recording academic work
12. 1 National and 3 state level Seminars organized at the institution
13. 2 workshops on Co-operation organized in collaboration with District co-operative Federation.
14. Microsoft Office training Programme for Non-Teaching Staff.
15. Student centric, ICT enabled, participatory, and interactive methods- e journals, e- books, e-content on internet and INFLIBNET
16. For Water Harvesting two recharge wells are made.
17. Green Audit, Energy Audit and safety audit of the College conducted.
18. Palanpur Radio FM 90.4 started for community service.
19. Organized Mini Marathon Race every year to spread awareness on different burning issues.
20. Started Fluoride Awareness Programme in the nearby Villages
21. Strengthened Women Cell Activities and Zeroed Down the harassment issues.
22. Free Wi-Fi in the campus
23. 24/7 CCTV surveillance for enhanced safety and security
24. A special ramp for physically challenged.
25. New Vehicle parking added
26. Plastic free Campus declared
27. No parking Without Helmet.
28. Organized a book fair, Blood Donation Camps, Thalassemia test for students.
29. Organized a fun fare
30. Project Nirmaan for Slum children.
31. Started Bus Service for pick up and drop of College girls.
32. Added more scholarships at Local level
33. Mahindra Finance CSR Scholarship given to students worth 10 Lakh rupees.
34. Introduction of social media usage for easy and convenient sharing of information and material to students.
35. Organized Driving License Camps and ST pass Distribution from campus in Liaison with Sadbhavana Group, NGO, Parent Teacher Association and RTO Banaskantha.
36. 19 Ph.Ds. were awarded to the students by College Faculties in last five years.
37. New Library Website developed with e-content links.
38. 3 Teachers attended an International conference at Malaysia, 2 teachers at Dubai and One teacher attended a conference at Japan and presented papers.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 30

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

2018-19	2017-18	2016-17	2015-16	2014-15
09	04	04	10	03

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

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

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

Response:

To promote gender equity, justice and sense of harmony to more than 2200 students of the college various facilities and special attention are given.

1. Safety and Security

- The college has a Big Iron gate to enter in the campus, which has 24/7 security guards and one can only enter the premises by showing I-card and Outsiders are not permitted to enter.
- More than 10 **security personnel** not only restricts unauthorized entry but also maintains convenience in entry and exit during rush.
- Helmet is must for students to use the parking facility in the campus. Every activity of entry and exit is recorded and monitored through high resolution CCTV cameras. Intercom facility is also available at the gate. Fire extinguishers are placed at every necessary point. The entire campus is under CCTV surveillance.
- Girls are facilitated by a bus service which takes them from bus stand and drops at college both the times.

- **The Women Cell** has been fully functional in the College and it provides a common platform for the girl students in the campus to come together and share their views and issues.
- **The Grievance Redressal Cell and Anti-sexual Harassment Cell** is a mechanism for redressing the grievances of the students belonging to both the genders. It provides an atmosphere of safety to them. Consequently, no serious grievance has been noticed during last five years.
- The nearby police post is just close to the college .Their services are available if needed. But normally we ask for their services during important examinations. Frequent programmes by Police Department during the year provide general awareness about anti-ragging, road safety, women security and cyber security among the students.
- The college organizes lectures by Gynecologists and psychologists in order to address the problems of girl students. Regular medical checkup and tests are done by the medical fraternity.
- Educational Tours and Visits – The College authorities ensure that a lady teacher, along with other teachers, always accompanies a group of students going for any educational tours or visit as their guardian.

1. Counseling

The college provides counseling at various levels; personal counseling, career counseling, academic counseling and psychological Counseling.

- The subject teachers/mentors provide the personal and academic counseling to students who need counseling and direct them to College Psychologist if necessary. The Management has appointed Mr. Bharat Vaidya, a professional counselor, who is a handy support to needy students. Besides this the college appoints each teacher as a mentor for specified students to guide them academically as well as in any of their confusion. Teachers also help by taking extra classes for slow learners. There is a separate career counseling cell for the students to guide them in the matters related to preparation of competitive exams.

3. Common Room

- There is Boys' Room and a Girls' Room in the college with separate washroom facilities every floor. The rooms are well ventilated with washrooms, mirrors, RO purified water, first aid box, provisions to take rest and get fresh.
- The College **canteen** stands for socialization of students of both genders where boys and girls can enjoy healthy and hygienic tea and snacks without any interference.
- **College library** with sitting capacity of 100 students provides equal space and facility for both the genders along with the facilities of Central Library adjoining to college library.

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

Response: 00

7.1.3.2 Total annual power requirement (in KWH)

Response: 58070

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0.95

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

Response: 550

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 58070

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

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

Response:

Response:

Generation of waste is an unavoidable process in the daily routine of any Institution. Curtailing the generation of waste and the proper disposal or recycling of the waste material is the main concern of the College. The College authorities with the support of Support staff for cleaning and maintaining the campus and with Municipality's drive for door to door collection of waste accomplish the mission of cleaning the solid waste in the campus. Being an Arts college we do not produce any liquid waste except water and this waste water goes into the drainage well. The methods adopted by the Institution to handle waste material are as follow:

Solid Waste

The Institution is serious in her efforts to maintain cleanliness and eco-balance. Our emphasis is on paperless office and we consistently make efforts to reduce the use of papers. Plastic carry bags on campus are banned so as to make the campus “plastic free zone”. The college has placed dustbins for dry waste at prominent places in the campus. The college has also made a pit dug with the help of NSS volunteers for the disposal of natural solid waste like leaves, wooden branches and papers. The College insists the students to dispose their waste at a proper place. In order to materialize the vision of e-learning and to reduce the generation of paper waste, the departments have started providing the materials and messages through the use of social media groups class wise. Waste of plastic and papers are collected and sold to scrap dealers. The non-recyclable waste is disposed of with the help of Municipality.

Liquid Waste

As ours is an Arts College, the liquid waste is not generated. But the water that goes wasted from a water purifier and also from the washrooms is disposed of through underground drainage lines leading to drainage well.

E-Waste

Electronic goods are put to optimum use and the life of the electronic items is extended by proper up gradation and maintenance. The College has collaborated with a local service provider for annual maintenance of electronic equipment and disposal of e-waste. Periodic checking ensures that nonworking or old electronic equipment are filtered out and disposed-off properly. The Institution also cares for the requisite attitudinal change in students.

As such, there is minimum generation of e-waste. The non-renewable e-waste is sold but the e-waste which is renewable is handed over to the authorized vendor for the recycle.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Water is an integral and important part of the ecosystem. Conserving and saving this vital element will prove beneficial not only to the present generation but for future too. In our District, we know the importance of conserving the water. Average rainfall of our district is 15-20 inch only. The ground water levels are going down and down every year. So to save every drop of water is a prime concern of the management. Therefore, the college is serious about utilizing rain water for the multiple purposes on the college campus. There are **two wells** on the campus for harvesting rain water. Each one is with a radius of 8 feet and depth of 45 feet. Each of the wells is about 9000 cubic feet volume. Each cubic foot can store 28.32 liter water. Calculating with that measurement, each of wells can store about 2.5 lakh liters water

thus making storage of 5 Lakh liters of water and recharging the ground. The wells are located in different places for storage of rain water. The selection of different areas for wells is for widening the catchment area for maximum rainwater collection. The rain water from the roofs is harvested by accumulating it and finally collecting through a single pipeline directly in the wells. The water is used for gardening purpose and for curating the sports ground. Plumbing maintenance is done on a regular basis to prevent the wastage of water.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices

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

Response:

The following practices are adopted by the Institution to maintain the campus green and clean.

1. Usage of Bicycles

95% of our students come from the rural and tribal areas using the state transport services. The College is at a nearest place from pick and drop point for all the buses coming to Palanpur. Only few students use bicycles to come to college.

2. Public Transport

As more than 95% of students come from surrounding and remote villages, they prefer public transport facilities of State Government with college helping those getting monthly passes for use. The College is at the nearest place from pick and drop point for all the incoming and outgoing buses in Palanpur. Moreover, the local trains are also available to the students coming from villages near the railway route. The college also provides bus services to pick up students from bus stand and Railway station. This helps maintain pollution free environment. Environment-friendly activities are ensured on campus by strict rules of parking and “no parking without Helmet”. Only 5 % stake holders of the college use fuelled vehicles which help make campus green and clean and pollution free.

3. Pedestrian Friendly Roads

There are very broad roads spread on the campus, the authorities have appointed security personnel who

monitor the parking at the parking stand only. No vehicle is allowed to cross the barriers put at the main gate for the pedestrian safety in the College.

4. Plastic Free Campus

Management is dealing strictly to curb the plastic pollution in the campus. The use of plastic materials is strictly prohibited in the college premises. Any plastic disposables are to be thrown into the waste bins only so that they can be disposed of safely.

5. Paperless Office

Circulars and other official communications are converted into digital form. Office is in network LAN to share files. The college authorities are trying hard to minimise the use of paper in the office. Notice Boards are used to write and display important information to the students. Most of the notices are disseminated to the students through whatsapp groups. Even academic transactions are done through this app and this too in various groups. Communication among the teachers and office are also done through Whatsapp group and emails. The students are also instructed to see college and library websites for information and material download.

6. Green landscaping with trees and plants

The Institution proves its commitment and dedication to environment by its keen and careful maintenance of greenery on campus. The College has a well-maintained botanical garden with rich variety of plants. The college has adopted a new Japanese style of planting trees by which we have created Mini Green forests in the campus. The institute has also conducted a Green Audit, Energy Audit and Safety Audit of the campus too which shows its dedication towards Environment Protection.

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

Response: 2.17

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

2018-19	2017-18	2016-17	2015-16	2014-15
3.57	00.52158	00.25674	00.05750	00.08170

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

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

Response: 24

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

2018-19	2017-18	2016-17	2015-16	2014-15
12	02	05	05	00

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

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

Response: 28

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

2018-19	2017-18	2016-17	2015-16	2014-15
04	03	07	07	07

File Description	Document
Report of the event	View Document

7.1.12

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

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

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

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

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

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

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

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

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

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

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

Response: 39

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony

and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
09	08	08	10	04

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

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

Response:

Yes, we organize celebrations of national festivals such as Independence Day, National Yoga Day, Republic Day, Teacher's Day, etc. every year. These days are celebrated with utmost reverence and involvement, by arranging various competitions and guest lectures for students. In connection with Independence Day, Republic Day and the Teachers Day the college conducts

- Essay Writing Competition
- Elocution Competition
- Patriotic Song Competition
- The flag hoisting ceremony on Independence Day and Republic Day is held on a grand scale with participation of the staff members and students of all the institutes on the campus.
- The NCC cadets welcome the guests with the Guard of Honour, and also make cultural

performances.

- **Gandhi Jayanti** is regularly celebrated by our college. This pious day begins with *Bhajans* of Gandhiji. The teachers and students carry out a rally with placards displaying the values propounded by Gandhiji. A quiz is also organised on the life of Gandhiji. The speeches are organised on Gandhiji's ideals too.
- **Yoga Day:** Our college ground has been one of the few venues of the District level celebration of Yoga Day (21st June) for 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. All the positions of the college are handled by the students. At the end of the day, their real gurus are felicitated by them.
- **Hindi Divas:** The Department of Hindi in the college lead the celebration of Hindi Divas on 14th September every year. Various literary competitions are held for students.
- **World AIDS Day** (1st December): The NSS Department organizes an awareness rally on the World AIDS Day. The message about healthy life and dangers of this deadly disease are conveyed

to the society through play-cards and chanting of slogans.

- **National Youth Day** (12th January) is celebrated on the birthday of Swami Vivekananda. Students are given a motivational lecture on the thoughts of Swami Vivekanand.
- **Sardar Patel Jayanti Day (31th October)** is celebrated on the birthday of Sardar Patel Students are given a motivational lecture by an expert on the thoughts of Sardar Patel .More over essay competition and quiz competition are held in which students participate enthusiastically.
- The Department of Gujarati celebrates the birth anniversary of well-known Gujarati writers like Umashankar Joshi, Zaverchand Meghani etc.
- Similarly the Department of Sanskrit celebrates Kalidas Jayanti and Geeta Jayanti every year.

File Description	Document
Any additional information	View Document

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

Response:

Financial transparency

- In the beginning of the year, the management asks the principal to prepare the budget of the institution. The funds are allocated after the validation of proposals from the available fund heads. Planning committee and purchase committee monitor the financial matters transparently.
- At the initial stage, the accounts are updated on Tally on daily bases. The accountant and the Principal jointly scrutinize and verify this financial data fortnightly. They follow the directions from the Higher Education department and Chartered Accountants for this internal audit. At the end of every financial year, the annual financial statement is prepared and after audit, sent to the authorities in the Department of Education.
- The college seeks the services of the internal auditor B.D. Patel& Associates, Chartered Accountants Palanpur, for interim audit every three months. Omissions or errors, if any, reported by the Chartered Accountant are corrected as per his directions and the final balance sheet report and certificates are issued by him. The audit wing of the government from the Department of Education visits the college periodically and inspects all the files relating to financial matters of all the schemes that the college has availed of.
- After the completion of the specified period of any grant from UGC, all the files relating to that grant are submitted to our local internal auditor B.D. Patel& Associates, Chartered Accountants Palanpur for scrutiny. He issues an Income Expenditure Utilization Certificate. These certificates and statements of account are submitted to the UGC and No Objection Certificate is procured.

Academic Transparency

- For transparency in academic matters, the academic programmes are executed in compliance with

- the academic calendar of the University and the college. An academic year plan is made by IQAC.
- Admissions are given as per government rules maintaining reserved quota and displayed properly. The students are given enough time for taking admissions.
 - The internal results are placed on the Notice Board and College Website for transparency.
 - Continuous evaluation is done during the semester end. The student feed backs are taken and analyzed.
 - The grievance redressal cell of the college resolves the problems of the students. The complaints of the students are solved urgently.

Administrative Transparency:

- Every decision regarding the administration of the college is taken at the General Meetings and the Minutes are communicated to each department.
- Various bodied like NSS, NCC, Study Circles, Women Cell etc. function under various committees. The Disciplinary Committee, Admission Committee, Anti-Ragging Committee, Examination Committee and Research Committee also play vital roles in the smooth functioning of the college activities.
- For enhancing the efficiency of the administrative staff, the college provides training to them on open source software and e-governance.
- Inclusion of students as members in various committees lays transparency in the administration of the functioning of the allied academic activities in the college.
- IQAC ensures transparency in administration.
- Management also keeps watch on overall administration of the college through Director.

7.2 Best Practices

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

Response:

BEST PRACTICE - I

1. Title: Yoga Centre

2. Goals:

- To develop yoga culture in the campus in order to make the students and faculties physically and mentally fit by the holistic development of body, mind and soul programme.
- To enhance the performances of students in the exams as well as in the class rooms through yoga.
- To increase the efficiency and stamina of the sports persons of the campus through meditation and yoga.

- To promote the culture of yogic food (organic food), nutritious, herbal and vegetarian food.
- To bring out the inbuilt potential of creative power this is latent in every human being through yoga.
- To fulfill the goal of longevity through yoga.

Beneficiaries

- House Wives
- Senior Citizens
- Students
- Faculties
- Sports Persons
- Government Employees
- Teachers of other Colleges & Schools
- All other interested people

The Benefits of the Program:

- Capacity to cope with inertia. Real happiness and full of energy, and as a result, more productive
- Decline in stress-related sick occurrences
- Improved concentration, decision-making skills and ability to multi-task
- Improves employee alertness and ability to react more calmly in demanding situations
- Relief of head, neck and back strain, carpal tunnel syndrome, insomnia, high blood pressure and work-related injuries from repetitive motion
- Better interpersonal relationships. Better team spirit and zeal.
- Enhanced employee attitude and outlook
- General well-being in the workplace

3. Challenges:

- Early morning schedule is not suitable for commuting students.
- Regular availability of expert Yoga teacher.
- Yoga teacher Dr. Mihir Dave has to come early for classes and then go for lecture as ours is a morning college.
- Help in trouble shooting of various diseases of the people with the help of Yoga, Nature Cure and Ayurvedic therapies.
- Publication Project: The centre wishes to publish certain booklets furnishing the details about Yog Mudras, Yog Kriyas, Yog-Asans, Pranayams. These booklets can serve the purpose of easy reference and public awareness of the benefits of yoga.
- To organize Age Group wise Yogasana Championship Competition every year at District, State and National Level.
- To organize seminars / workshops / Yog Shibirs regularly.

4. The Practice:

- Classes are held regularly in evening and morning session.
- Gradual increase in the aspirants of Yoga
- Local students, sports persons and other health conscious people attend the classes regularly.
- Through mouth publicity the centre is gaining strength.
- Yoga shibirs are organized.
- Various thematic sessions keep the interest of people.

5. Evidence of Success:

- In a short time the centre got more than 100 aspirants for a certificate course.
- Successfully organized two shibirs of Yoga and Pranayama.
- 45 students enrolled for Diploma course.

- The course is run in tie up with Somnath Sanskrit University, Veraval
- The centre has a tie up with Patanjali Yoga Samiti.
- Coordinator, Dr. Mihir Dave is himself a Diploma holder in Yoga, national level certified referee and an associate professor of English in our college.

Ø Problems Encountered and Resources Required:

- During rainy season, yoga class has to be shifted to U N Maheta Gymnasium where there is capacity of only 50 students. Hence, we can accommodate only 50 students.
- In order to smoothly run the yoga class, a yoga hall having capacity of 200 students is required.
- Currently, students do yoga in open on the cricket ground. Currently, Dr. Mihir Dave, associate professor in English, is a faculty in Yoga. Due to his hectic schedule, it is challenging for him to tackle and manage yoga classes all the time.

BEST PRACTICE - II

1. Title : Fluoride Awareness Drive

2. Goal:

Banaskantha is such a district which has certain natural disadvantages like lesser rain fall, deeper ground water, specific crop pattern because of weather, Hot summer (up to 48 degrees Celsius), dry winds, limited water supply for drinking and irrigation and Fluoride in the ground water. The people of this district are doomed to one disease, not deadly in nature but expensive, torturing and recurring enough to eat all the savings of the family through medical bills. This disease is stones in Kidney, Gall Bladder and in urinal tract. This is because of the problem of drinking water rich with Fluoride received from the ground water sources like wells and bore wells. Fluoride Awareness Drive is meant to spread awareness in people of this area to be free from the clutches of this harassing and recurring disease. This is evident from the flooding patients of stones and the rise in the number of Urologists in the city and area. Our goal is to curb this disease from the root levels and save people from spending their life time savings and unnecessary operations to get rid of it. Being a Higher Education Institute, It is our moral duty to help and support the poor and uneducated masses of the district in getting rid of this problem by spreading awareness about it. This drive may be taken as one of the missions of community service.

3. Challenges:

- Poor and remote background of the people who do not have money to spend on RO systems and other means.
- Lack of Government initiatives to curb the problem.
- To reach to the remote villages of the district as it being expensive and time consuming.

- Working with a very low budget and less instruments.
- Lack of education in the villagers.

4. The Practice:

Several initiatives are undertaken to meet the above mentioned goals:

- At the initial stage of this drive two teams of five students are made and informed thoroughly about the goals of this drive.
- Each team is equipped with a TDS meter measuring the total dissolved Solids in the potable water.
- Each team has been assigned to go to specific villages in the nearby areas every week.
- The team would meet the Head of the village and give demonstration of high TDS level in their potable water.
- Then the team would go to the streets of the village and further demonstrate this to people telling how dangerous it is to drink such water and try to find out the cases of kidney stones, bladder stones and cases of Urinary tract infections among them.
- They would get a certificate from the head of the village about the activity done in their village and inspire them to employ certain measures to curb this problem in the villagers.

5. Evidence of Success:

- As this is a very long process to reach to the success, at this stage it is hard to calculate the success ratio.
- At least the awareness about fluoride in the potable water and how to clean it to drink would help them save from the disease.
- The more awareness about this issue is spread it would definitely bring good results in a longer span.
- After two years of this drive, a survey would be conducted from the villages visited and from the hospitals of the city to know the results of the drive and find out the ratio of decline in the cases in the hospitals.
- We receive the certificates from the village head about the activity done in their village and from various NGOs and hospitals related to this work.

6. Problems Encountered and Resources Required:

- The major problem is to reach to the remote villages and find the Head of the village on that day.
- The college has to pay for the bus fares of the students and make available the TDS metres in the working condition.

- At present we have succeeded in getting possession of two TDS metres from a local doctor.
- To give more thrust to the drive at a faster rate we need more teams and more metres that we are planning to make available to the college.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

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

Response:

G.D. Modi College of Arts, Palanpur was established to promote and cater to the needs of education in the backward, draught prone and underdeveloped district of Banaskantha, with a vision to spread and promote higher education for sustainable development of the Nation. It caters mainly the educational needs of the rural and tribal students. Its motto is “We shall always go a little further with Better Everyday Spirit.” It is the oldest and biggest college in the District situated at a central place in the district headquarter Palanpur, thus a convenient place to reach by road and rail from all the towns and villages nearby.

Performance in one area distinctive to its vision, priority and thrust

When the college was started in 1964, the district was much undeveloped and declared backward by the Government. The literacy ratio was very poor in comparison to other districts of the state. The education scenario was so drastic that only boys were entitled and privileged for higher education. The girls were not sent to colleges because of poverty, social taboos, lack of transportation facilities and safety related issues. In the initial years of the college, the girls ratio in overall enrollment was very little and worrisome.

The early years of the college were like it was a boys’ college only. Hardly few girls from the Palanpur and some nearby villages came to study. It was a challenge for the management to bring the girls of the district out from their homes to the college and provide education with safety and security. With the course of time transport facilities developed fast and government buses started. The college was then shifted to in a new own building near Highway in 1987. The girls from nearby villages started taking admission but the numbers were still very poor. It was still a challenge for the college authorities to prove the college as a safe and secure place for study because Palanpur was infamous for communal tensions and curfews being imposed at any time in the event of a minor scuffle between the groups.

In such times, the management stood strongly with its vision and mission, backed by the dedicated staff and alumni association, continued encouraging Girls’ education. The efforts of management paved a way for it and in the decade of 90s the situation started changing. The Girls’ started to come for higher studies and the college offered full safety and security to the weaker gender with a great commitment. Many are the examples when teachers themselves dropped the girls safely at their homes in times of curfew or communal tension.

With the beginning of the 21st century, the whole scene of education changed in the district and the college emerged as a safer and secured place for girls. From then the institute has never looked back in providing quality education through dedicated faculty, better infrastructure, supporting facilities, scholarships and ever rising focus on co-curricular and extra-curricular activities. The number of Girls' enrollment at UG and PG level has superseded the Boys and even in results the Girls have been performing better than their counterparts every year. The following table shows the rising enrollment ratio of Girls vs. Boys in the college at UG and PG level.

Year	2014-15	2015-16	2016-17	2017-18	2018-19
Boys	1091	1076	1037	981	1030
Girls	1214	1401	1386	1351	1250

The participation of Girls in NSS, NCC, Sports, and Cultural events and in each and every activity and event is outstanding and remarkable. We furnish here under the example of the activities of our College Women Cell which has been a strong backbone of Girls in every situation where they need support and care.

Sr. No.	Speaker Name	Event /Shibir/Lecture on	Date
1	Dr. Bharatiben Ravat	SAVE GIRL CHILD	03/07/
2	Prof. Aarati Dive	DOMESTIC VIOLENCE	10/01/
3	Dr. Surekha K. Patel	WOMEN EMPOWERMENT	10/07/
4	Dr. Ravidan Karnani	LEGAL RIGHTS OF WOMEN	05/01/
5	Dr. Sanjay Dharani	AWARENESS OF WOMEN PHYSIOLOGY	02/08/
6	Dr. Ravidan Karnani	EDUCATIONAL RIGHTS OF WOMEN	03/02/

7	Prof. Arati Dive	START UP FOR WOMEN	07/08/
8	Purnimaben Mehta (Consumers Protection N.G.O. President)	WOMEN AND CONSUMER PROTECTION	15/02/
9	Prof. Aarti Dive (Law College, Palanpur)	HUMAN RIGHTS OF WOMEN	25/07/
10	Dr. Kalpanaben Ganvit	WOMEN : PAST AND PRESENT	25/09/
11	Dr. Radhaben Patel	MULTI FACETED PERSONALITY OF WOMEN	07/01/
12	I/C. Prin. Dr. Ravidan Karnani	ME TOO CAMPAIGN	28/01/
13	Dr. H.K. Shah (Gynecologist, Palanpur)	BREAST CANCER AWARENESS	01/03/
14	G.D. Modi College of Arts, Palanpur (Women Cell)	Horse Riding Training (One Month)	22-07- 22-08-
15	G.D. Modi College of Arts, Palanpur (Women Cell)	Rifle Shooting Training (One day)	25-08-
16	G.D. Modi College of Arts, Palanpur (Women Cell)	Women Self Defense Training (Oneday)	16-09-
17	Board of Students Well fare & H.N.G.Uni., Patan Place : Mahila Arts College, Kadi	Mahila Kanuni Shibir	02-03- to 04-03-
18	Law College Deesa and Kala Shrushti Foundation, Deesa	District Level Essay Competition	05-03-
19	G.D. Modi College of Arts, Palanpur (Women Cell)	Driving License Distribution Camp	24-08-
20	G.D. Modi College of Arts, Palanpur (Women Cell)	Traffic Awareness (Helmet) rally	27-09-
21	G.D. Modi College of Arts,	India – Pakistan International Border Visit - BOP	01-01-

	Palanpur	143 (Nadabet)	
	(Women Cell)	(One Day)	
22	G.D. Modi College of Arts, Palanpur (Women - Cell) & N.S.S. Unit	Women's voter awareness	21-03-
23	G.D. Modi College of Arts, Palanpur (Women Cell)	Buss Pass Distribution Camp	20-06-
			10-07-
24	B.K. Mercantile Bank Law College, Palanpur	Mahila Jagruti Shibir	25-07-
25	Board of Students Well fare & H.N.G.Uni., Patan Place : A.S. Mahila College, Mahesana	Mahila Kanuni Shibir	09-01- to 11-01-
26	G.D. Modi College of Arts, Palanpur (Women - Cell)	International Women's Day Rally	08-03-

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

- The college management is always keen in keeping the college with modern trends and availing modern, time-saving and more transparent facilities to faculties and students. The following are the glimpses of new developments taking place in the campus.
- In order to strengthen the placement activity and make it more rewarding, the college management has already decided to recruit Placement Officer and H R Officer in the campus. The posts have already been advertised in the leading newspapers and within no time the said posts will be recruited.
- Introduction of new job oriented courses in the college will soon be implemented.
- The Campus Management software for making academic and administrative affairs more transparent and well managed will also be operational soon. With the help of this software and mobile apps, all stakeholders will be able to monitor and manage all academic and co-curricular and extra-curricular activities.
- From the next academic session, the aspirants of Competitive Exams will be sorted out and will be offered more thrust through powerful counseling facility.
- The college aims at making the campus Green Campus. Hence, solar roof tops are going to be installed in the coming year. LED bulbs and tube lights will take the place of conventional lighting sources.
- In addition to this, the institution is planning to convert some of the traditional classrooms into smart class rooms.
- New seminar hall with more capacity is to be built in newly acquired land adjoining the campus.
- Planning of Girls Hostel has already begun.
- The college is planning to tie up with national/international universities to avail skill development courses to the students.

Concluding Remarks :

G D Modi College of Arts, Palanpur is the outcome of meticulous planning, clear vision and concepts, conceived and nurtured by a renowned educational Kelavani Mandal, committed to excellence in academics, research and governance, with its greatest strength in the cadre of men and women devoted to excellence in every process and undertaking. A detailed analysis of the criteria that are the concomitants of an institution of excellence is given in the Self Study Reports of the College and its Departments uploaded on the NAAC website.

In conclusion, we at G D Modi College of Arts, Palanpur feel proud to say that the college is set to shake the grooves of academia and impact the entire district upon the national academic map... Unheralded, this monumental education enterprise of great potential which offers promise of changing the educational landscape of Banaskantha District – and perhaps the mind-sets within mainland India – is silently taking shape and form in the district. All right thinking people will surely wish it God speed.