

Preface

It is a matter of great pleasure that the M.M.Mahila ARTS College is going to join the Re-accreditation by NAAC team, the year 2014-15. This college is always ready for regulating and rejuvenating the right direction towards need based education for our girls student. We all wish to cultivate among our students the tendency of hard work, sincerity , trust worthiness, meticulousness, honesty, patriotism and other virtues. Our administration is always ready to provide facilities to all those who are working in this direction. I believe that the team work always brings good result so we shall keep on working as a team. We provide service to our students and thus to the society by giving career based workshop seminars and by producing skilled people as well as noble citizens.

Our institute has done well in the field of research by staff for last few years, at present four staff are involved in their Minor Research Projects.(under UGC) and all Lecturers are busy for seminar presentation and conferences.

The college prepared new curriculum for all the programs year wise H.O.D. of all subjects to keen interest in guiding various Board of studies in preparing the updated curricular.

Our University has implemented the choice Based Credit System in all its programs .It is a way for the education of global standards and thus smoothened the way for new education system.

Brief Profile

NAAC has accredited our Institute as Grade 'B' with the CGPA 2.08. After that last three years back college has introduced two new subjects for UG students Sociology and English as a main and optional. Under self finance scheme. The Institute has introduced some short term certificate based programs , like SGVEP, Ghandi manan, bhartiya Sankriti gyan, continuation study etc. The Institute has some role of internal Quality Assurance cell (IQAC) to improve the quality of learning, teaching resources and extension activities for which it regularly interacts with all the states holders of Higher education, namely students, teachers, parents administrative staff and UGC.

College established value education cell for the students in July,2009. During the last few years special programs are organized by dignity scholars last few years.Jitubhai Talaviya on Environments , Mr. Adiya on Mind Power, Vivekanand's thought and Philosophy by Ramkrishna Ashram. National and International label of seminars attained by teaching staffs. Research work, Books and articles published by teaching staffs.

Our University has launched its own fortnightly magazine 'Sayujya' as a platform where we interact and share our events. Our Institute has also launch its own yearly magazine 'Darpan' .

Career Counseling and development centre (CCDC) is an autonomous centre established by our University to provide counseling and organized programs related to students at various levels .Our Institute also takes opportunity from CCDC.

The Institute encourages each department on the campus to activate its Alumni Association . Now our teachers looking after this association under student welfare. Now our University launches Insurance scheme for our students. Blood grouping Camp and Blood donation programs are also held in this Institute year wise..Our Institute provides the equipments for sports and exercise for all.

The Campus provides internet connectivity for students and staffs. The college intends to improve the proficiency of the students in spoken English by on line system(SCOPE).It has been organized under KCG.

Our college takes care of not only the curricular aspect of its student but also their development as healthy and ideal citizens of the great nation. It is committed to inculcate the Indian Values, the aim of developing these values the college has morning prayer for student on the campus assemble to gather in front of staffs the college has made it compulsory to convey some NEWS, Proverbs by students every morning, so students get a better clarity regarding the values.

The Institute face AAA programs year wise such KCG team visited and observe quality of study and administration with students, and be encourage to initiate similar practices on our campus.

Hope and trust we all untidily make our society more developed and progressive. Lastly we always remember the following lines.

"No one is born special, its only his contribution and deeds which makes his presence on earth and reveals out as a history."

SECTION B : PREPARATION OF SELE-STUDY REPORT.

1. Profile of the Affiliated/ Constituent College

1.Name and address of the College

Name	MATUSHREE MONGHIBA MAHILA ARTS COLLEGE
Address	Chital road, Behind Andhsala, Amreli 365601
City	AMRELI Pin.: 365601 State :- Gujarat
Website	Ureka.mahilacollege.com

2 For communication:-

Designation	Name	Telepho ne With STD Code	Mobile	Fax	E mail
Principal	Dr. D.A.SEN	02792- 226950	9427245 768	223 942	mac_amr11@yahoo.co.in
Vice Principal	Dr. B.R. chudasama	02792- 223942	9426816 718		Chudasamabr72@gmail. com
Steering Committee Co- coordinator					

3 Status of the Institution:-

Affiliated College ☒

Constituent College ☐

Any other (specify) ☐

4 . Type of Institution:

a. By Gender

i. For Men ☐

ii. For Women ☒

iii. Co-education ☐

b. b. By Shift

i. Regular ☒

ii. Day ☐

iii. Evening ☐

5. It is a recognized minority Institution?

Yes ☐

No ☒

If yes specify the minority status(Religious/linguistic/any other) and provide documents evidence.

6. Sources of funding:-

<u>Government</u>	<input type="checkbox"/>
<u>Grant-in-aid</u>	<input checked="" type="checkbox"/>
<u>Any Other</u>	<input type="checkbox"/>

7. a Date of establishment of the college 14/06/1991 (dd/mm/yyyy)

b. University to which the college is affiliated/or which governs the college (if it is a constituent college) Saurashtra University , Rajkot.

c. Details of UGC recognition:

<u>Under section</u>	<u>Date, Month & Year (dd/mm/yyyy)</u>	<u>Remarks (if any)</u>
<u>i.2(f)</u>	<u>F-8-96/2007 20,December,2007</u>	
<u>ii.12(B)</u>	<u>F-8-96/2007 20,December,2007</u>	

(Enclose the Certificate of recognition u/s 2(f) and 12(B) of the UGC Act)

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

<u>Under section/clause</u>	<u>Recognition/Approval Details</u> <u>Institution/Department program</u>	<u>Day, Month and Year</u> <u>(dd/mm/yyyy)</u>	<u>Validity</u>	<u>Remarks</u>
<u>i.</u>	<u>-----Not Applicable-----</u>			
<u>ii.</u>				
<u>lii.</u>				
<u>iv.</u>				

(Enclose the recognition/approval letter)

8. Does the affiliating University Act for conferment of autonomy (as recognized by the UGC)

On its affiliated colleges?

Yes ☒ No ☐

If yes , has the college applied for availing the autonomous status?

Yes ☐ No ☒

9. Is the college recognized

a. by UGC as a college with potential for Excellence (CPE)?

Yes ☐ No ☒

If yes, date of recognition (dd/mm/yyyy)

b. for its performance by any other government agency?

Yes ☐ No ☒

If yes, Name of the agency ----Nil---- and

Date of recognition -----Nil ----- (dd/mm/yyyy)

10. Location of the campus and area in sq.mts.

<u>Location</u>	<u>Rural</u>
<u>Campus area in sq. mts.</u>	<u>32804.18 sq.mts.</u>
<u>Built up area in sq. mts.</u>	<u>13320.32 sq. mts.</u>

(urban, Semi-urban/Rural/Tribal/Hilly Area Any other specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

• Auditorium/seminar complex with infrastructural facilities

• sports facilities

• Play ground ☒

• Swimming pool

• Gymnasium ☒

• Hostel

*Boy's hostel -----N.A.----

i. Number of hostels --nil---

ii. Number of inmates ---nil---

iii.Facilities(mention available facilities)

*Girls Hostel

i. Number of hostels 01

ii. Number of inmates 64

iii.Facilities(mention available facilities) Annexure

*working women's hostel

i. Number of inmates

ii. Facilities (mention available facilities)

• Residential facilities for teaching and non teaching staff (give numbers available-cadre wise)

-----No-----

• Cafeteria --

• Health Centre -- Radhika Hospital managed by our trustee.

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance.....

Health Centre staff

Qualified doctor Full Time 04 Part Time 02

Qualified Nurse Full Time 07 Part Time 03

- Facilities like banking, post office, book shops
 - Transport facilities to cater to needs of students and staff
 - Animal house
 - Biological waste disposal
 - Generator or other facility for management/regulation of electricity and voltage ✓
 - Solid Waste management facility ✓
-
- Waste Water management ✓
 - Water harvesting ✓

12. Details of programmes offered by the college (Give data current academic year)

[illegible]

	<u>courses</u>						
<u>0</u> <u>8</u>	<u>UG</u> <u>Diploma</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>
<u>0</u> <u>9</u>	<u>PG</u> <u>Diploma</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>
<u>1</u> <u>0</u>	<u>Any</u> <u>other</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>

13. Does the college offer self –financed Programmes?

Yes ☒ No ☐

If yes, how many? Two Subjects

14. New Programmes introduced in the college during the last five years if any?

15 List of departments: (respond if applicable only and do not list facilities like Library Physical Education as

Departments unless they are also offering academic degree awarding programmes. Similarly do not list the

Departments offering common compulsory subjects for all the programmes like English, Regional Languages.)

<u>Faculty</u>	<u>Departments</u> (eg. Physics, Botany History etc.)	<u>UG</u>	<u>PG</u>	<u>Research</u>
<u>Science</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>
<u>Arts</u>	<u>Gujarati, Hindi, Sanskrit, English, Psychology Sociology</u>	<u>√</u>	<u>-----</u>	<u>-----</u>
<u>Commerce</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>
<u>Any Other</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>

16. Number of Programmes offered under(Programmes means a degree course like B.A. B.sc. M.A. M.com

a. annual System ☐

b. Semester System ☒

c. Trimester System ☐

17. Number of Programmes with

- a. Choice Based Credit System ☒
b. Inter/multidisciplinary Approach ☐
c. Any other (specify and Provide details) ☐

18. Does the college offer UG and/ or PG Programmes in Teaching Education?

Yes ☒ No ☐

If yes,

- a. Year of Intriduction of the programme(s) 14/06/1991
And number of batches that completed the programme ☐
- b. NCTE recognition details (if applicable)
Notification No. Not applicable
Date:-- Not applicable
Validity:- Not applicable.
- c. Is the institution opting for assessment accreditation of Teacher Education Programme separately ?
Yes ☒ No ☐

19. Does the college offer UG or PG Programme in Physical Education

Yes ☐ No ☒

- a. Year of introduction of the programme(s) Not applicable
And number of batches that completed the programme Not applicable.
- b. NCTE recognition details (if applicable)
Notification No. Not applicable
Date:-- Not applicable
Validity:- Not applicable.
- c. Is the institution opting for assessment accreditation of Teacher Education Programme separately ?
Yes ☐ No ☒

20. Number of Teaching and Non Teaching Position in the Institution

<u>Position</u>	<u>Teaching faculty</u>						<u>Non Teaching staff</u>		<u>Teaching Staff</u>	
	<u>Professor</u>		<u>Associate Professor</u>		<u>Assistant Professor</u>					
	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>	<u>M</u>	<u>F</u>
<u>Sanctioned by</u>	<u>---</u>	<u>---</u>	<u>03</u>	<u>07</u>	<u>---</u>	<u>01</u>	<u>07</u>	<u>01</u>	<u>---</u>	<u>---</u>

the UGC/University/ State Government Recruited										
Yet to recruit	---	---	---	--	---	---	---	---	---	--
Sanctioned by the Management / society or other authorized bodies Recruited	---	---	---	--	03	02	03	---	---	---
Yet to recruit	---	---	---	--	---	---	---	---	---	--

21 Qualification of the teaching staff:-

Highest qualification	Professor		Associate professor		Assistant professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.sc. /D.Lit.	00	00	00	00	00	00	00
Ph.D.	00	00	03	02	00	00	05
M.Phil.	00	00	00	04	00	01	05
P.G.							
Temporary teachers							
Ph.D.	00	00	00	00	00	00	00
M.Phil	00	00	00	00	00	00	00
P.G.	00	00	00	00	02	03	05
Part-time teachers							
Ph.D.	00	00	00	00	00	00	00
M.Phil	00	00	00	00	00	00	00
P.G.	00	00	00	00	00	01	01

22. Number of visiting faculty/Guest Faculty engaged with the college 05
23. Furnish the number of the students admitted to the college during the last four Academic years.

Categories	Year 1		Year 2		Year 3		Year 4	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	00	62	00	78	00	94	00	106
ST	00	04	00	05	00	07	00	07
OBC	00	116	00	137	00	154	00	155
General	00	09	00	07	00	04	00	05
Others	00	285	00	217	00	187	00	181

24. Details on students enrollment in the college during the current academic year

Type of students	UG	PG	M.Phil	Ph.D.	Total
Students from the same state where the college is located	424	00	00	00	424
Students from other states of india	00	00	00	00	00
NRI students	00	00	00	00	00
Foreign students	00	00	00	00	00
Total	424	00	00	00	424

25. Dropout rate in UG and PG (average of the last two batches)

UG (04%)

PG (Nil)

26. Unit Cost Of Education

(a) including the salary component

Rs. 51594.60/-

(b) excluding the salary component

Rs. 3086.15/-

27. Does the college offer any programme/s in distance education mode(DEP)?

Yes

No.√

If yes,

- A) Is it a registered centre for offering distance education programmes of other University

Yes

No √

B) Name of the university which has granted such registration

-----N.A.-----

c) Number of programmes offered N.A.

d) Programmes carry the recognition of the Distance Education

Council

Yes No. ✓

28 . Provide Teacher-student ratio for each of the programme/course offered

-----N.A.-----

29. Is the college applying for

Accreditation:- Cycle 1 Cycle 2 ✓ Cycle 3 Cycle 4

Re-Assessment :- No

30. Date of accreditation (applicable for cycle-2,cycle-3,cycle-4 and re-assessment only)

Cycle 1:- 08/08/2009 Accreditation out come/Result grade 'B'

Cycle 2:- -----N.A. -----

Cycle 3 :- -----N.A. -----

31. Number of working days during the last academic year

255 days

32. Number of teaching days during the last academic year

208 days

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC Dt. 15/3/2016

34. Details regarding submission of Annual Quality Assurance Report (IQAC) to NAAC

AQAR (i) Dt. 5/1/2010

AQAR(ii) Dt. 12/3/2011

AQAR(III) Dt. 17/3/2012

AQAR(IV) Dt. 20/8/2013

AQAR(V) Dt. 19/3/2015

35. Any other relevant data(not covered above) the college would like to include.(Do not Include explanatory/descriptive information)

-----NO-----

Criterion 1:- Curricular Aspects.

1.1 Curriculum Planning Implementation

1.1.1 State the vision, mission and objectives of the Institution and describe how these are communicate to the students, teachers staff and other stakeholders.

Ans. Right from its foundation the year 1991 the vision and mission of the institute has been to strengthen women by providing value based education and make them economically independent and socially committed to the task of building a strong nation. The objects are to promoting knowledge and skills of learners, upholding the rich cultural heritage and preparing learners for better career options.

The prospectus, college calendar, college website and other Information by the college depict the vision, mission and objectives of The college. And all over the campus expose the vision and mission to Attract the attention of all stakeholders.

1.1.2 How does the Institution develop and deploy action plans for effective Implementation of the curriculum? Give details of the process and Substantiate through specific example.

Ans. Our institution is affiliated under saurashtra University, so it has to follow The curriculum developed by the university. The effective implementation Of the curriculum our department deploys action plan in two stages. In The first stage lecturers submit their 'work plan' to their H.O.D. and Head Forward those plan to the principal. The second stage the lecturers have To record their curriculum coverage on semesters basis. The works Executed by the lecturer to the time schedule. Finally HOD report to the Principal about the departmental plans in action semester wise.

1.1.3 What type of support do the teachers receive for effectively translating the curriculum and improving teaching practices ?

Ans. For the effective translation of curriculum and for improving teaching Practices, both the university and the college are supportive to the Lecturer. By participating faculty development programmes like Orientation programmes, refresher programmes, our university play a Motivational role. Our lecturers to attend such programmes, inviting subject Experts from out side, the lecturers receive all type of aids like Reference Books, computer lab with the facility of Internet, as well as extra remuneration for their participation and managing of special courses.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the curriculum Provided by the affiliating university or other statutory agency.

Ans. Considering the suggestion of the NAAC team, we have developed the Infrastructural facility in the classroom. All the classes are equipped with Modern visualisers, projector and board screen. So that our lecturers

Easily demonstrate visual. Not only that quite often we arrange work
Shops and seminars to enhance the understanding of the students. We
Have inspired the lectures for research work in their own content. All
Our staffs develop their knowledge and share their knowledge with our
Students. In addition, surprise tests and oral tests are also taken as well
As the students are inspired to prepare projects.

1.1.5 How does the institution new work and interact with beneficiaries such as industry,
research bodies and the university in effective operationalisation of the curriculum ?

Ans. The Institution remains in live contact with the university as well as well
As UGC through Internet. We read the circulars regularly and respond to
The queries promptly .We remain in touch with the guardians and
Parents of the students trough telephone. When we feel in necessary to
Invite them in our college. All the new programmes, time table of exam
And the competition etc. announce by the university are always
Informed to the students via routine notice and during morning assembly
So the institution is very particular to make the curriculum delivery as a
Transaction between learners and lectures.

1.1.6 What are the contributions of the institution or its staff members to the
Development of the curriculum by the university ?

Ans. Many of our senior lecturers contribute their services in curriculum
Development for the university. All subject HOD are member of board of
Study. Who prepare their subject syllabus and discuss the subject matter
At the meeting. We often demand students feedback as well as parent's
Feedback regarding the curriculum. Mostly they give us suggestions orally
Which we take seriously.

1.1.7 Does the institution develop curriculum for any of the courses offered by it? If yes give
details on the process and the courses for which the
Curriculum has been developed?

Ans. Trough the Institution is an affiliating one, it takes pride in contributing
To the development of curricular . Three senior faculty members
(Hindi, Sanskrit and Gujarati) are the members of Boards of studies
Constituted by the university. Their contribution to the curriculum
Development is immense . Now we already started Sociology and
English as a main subjects and optional also to make the curriculum
Meaningful.

1.1.8 How does institution analyze /ensure that the started objectives of
Curriculum are achieved in the course of implementation ?

Ans. The objectives of the curriculum of every subject is read thoroughly
And discussed by the lecturers in the first meeting held at the beginning
Of the year. Further the experienced lecturers gather the necessary

Resource and reference material according to the needs of their subjects.
Earlier experience have identified some gaps. Hence the institution has
Introduced a number of value added courses, certificate, functional
English (SCOPE) to bridge the gaps.

1.2 Academic flexibility.

1.2.1 specifying the goals and objectives give details of the certificate/diploma
skill development courses etc. offered by the institution.

Ans. Keeping in the mind the employment chances for the girls as well as the
Rising demand of English learning to empower as world citizens, we offer
SCOPE spoken English course by KCG. Certificate courses like Gandhi
Manan, Bhartiya sanskriti, SGVEP etc. In addition under our contribution
Study centre organized personality development courses, Basic English
Courses, Beauty Care courses etc. We also have NCC and NSS unit, training
In NCC to obtain 'B' and 'c' certificates.

1.2.2 Does the institution offer programmes that facilitate twinning/dual degree?

Ans. No, we don't offer dual degree in our institute.

1.2.3. Give details on the various institutional provisions with reference to
Academic flexibility and how it has been helped to students in terms of
Skills development, academic mobility, progression to higher students
And improved potential for employability, issues may cover the following
And beyond.

Ans. Institutional provisions have academic flexibility. The range of elective
Subjects offered by the university and some (main) core, optional subject
Are applicable in our institute, which are given below:-

Department of Hindi:-

Sem.1 to sem. 6

B.A. (Hindi literature) main Hindi poetry, Novel, Drama, Essay, Epic.

History of literature, grammar, philology compulsory English or Hindi

1st elective :- Sanskrit, Hindi ,Gujarati, sociology English

2nd elective :- psychology, Gujarati, English, Sociology and Sanskrit.

*Sem. 1 to 6

B.A. (Sanskrit literature)

<u>Course</u>	<u>Foundation course offered</u> <u>By the university</u>	<u>Foundation course chosen by</u> <u>college</u>

®our UG program is designed under choice Based Credit System.

®The Institution is offering value added courses to facilitate vertical mobility.

®KCG. Offered enrichment programs viz. SCOPE; SUCEAT ;GKIQ ICO;IACT
Ramkrishna mission handling SGVEP course, Gujarat Govt. offered some
Compitative examination for UG students.

All add on courses and enrichment programs are developing the skills of
Learners. The cxchoice Based Credit System is needful for Academic mobility and
Progression to Higher Education. Skill development efforts of the institution are
Improving the employability of learners.

1.2.4 Does the institution offer self financed programs ? If yes, list them and indicate how they
differ from other programs with reference

To admission, curriculum, fee structure, teacher qualification, salary.
Ans. The Institution is a grant-in-aid, now Sociology and English subjects are
Started being taught as self financed program. The admission process,
Qualification of teachers and curriculum are according to the rules of
UGC as well as Saurashtra University. Fee structure is slightly different
From the other core subjects offered. First Year students pay Rs.1000
More per term for each subject of English and Sociology and Rs. 500
More for elective one and two. Like wise second year and third year
Respectively. Staff salary is provide by college fund.

1.2.5 Does the college provide additional skill oriented programs relevant to
Regional and global employment markets ? If yes provide details of such
Program and the beneficiaries.

Ans. Yes, the college offers additional skill oriented programs under the
Continuation study centre, saurashtra university, under the guidance of
Principal and professors Dr. Girish Veliyat. The certificate course in DTP,
Beauty care, GKS course of Gujarat Govt. Gandhian thought based course.
Bhartiya Sanskriti course by Gayatri Parivar, Haridwar, GKIQ exam by Dr.Vyas
And Dr. Patoliya and SGVEP course by Ramkrishna Mission Belurmath Under
The guidance of Prof Soanl Gajjar. The Career guidance and placement cell
Is sharpening the attributes of personality development. The role of the
English language Laboratory in developing the communication skill deserves
Special mention.

1.2.6 Does the university provide for the flexibility of combining the conventional face to face and
distance mode of education for students

To choose the courses/combination of their choice if yes, how does the
Institution take advantage of such provision for the benefit of students
Ans. Yes, the students are given enough freedom and flexibility to choose the
Course of their choice under the CBCS pattern which established by the

University. We also offer them multiple and useful options in form of the Subjects like English, Sociology, Psychology with literature like Hindi Gujarati and ancient Language Sanskrit.

1.3 Curriculum Enrichment.

1.3.1 Describe the efforts made by the institution to supplement the University Curriculum to ensure that the academic programs And institution goals And objectives are integrated.

Ans. In order to enhance our reach to students and to empower their ability as Its our goal. Following are the efforts initiated by the institution to integrate Academic programs with institutional goals and objectives.:-

- ♦Encouraging students to acquire knowledge and develop skill.
- ♦Women empowerment initiatives.
- ♦NCC,NSS and sports activities to promote inter-personal skill, social Consciousness and cohesiveness .
- ♦Value education classes impart ethical and moral values among students.

1.3.2 What are the efforts made by the institution to enrich and organize the Curriculum to enhance the experiences of the students such as to cope With the needs of the dynamic employment market ?

Ans. The institution has made great efforts for last five years to enhance the Infrastructure and equip the class rooms with Audio visual facilities, CCTV Camera to maintain self discipline and free Board Band Internet for the Student as well as lecturers. They are also equipped with personal Laptop To utilize the global knowledge and share it with each other.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting Issues such as gender, climate change, environmental education ,Human Rights, ITC etc., into the curriculum ?

Ans. To remove the gender and the empowerment of girls 'women's Rights' Awareness programs are conducted with the help of the lecturer of the Law college. For environmental education we introduce it as a compulsory Subject for our 1st year students, our institute often organize special lectures By honorable expert sri Jitubhai Talaviya, NSS ten days Camp is also a part of It where students are offered to visit nearest village and make it clean Plantation, healthcare programs, cattle care program with the help of 'sarpanch' and village people. The lecturers provide all possible references, Enecdotes, visuals to make the students retake with the content of Curriculum and understand it.

1.3.4 What are the various value-added courses enrichment programs offered to ensure holistic development of student ?

Ans. Our Institution offered the various value-added courses, like Bhartiya Sanskriti Test organized by Gayatri Parivar, Haridwar which is related With moral and ethical values. Under employable and life skills 'SCOPE' Centre is running here SGVEP course is also related with it. SUCEAT and GKIQ, job oriented program by Employment exchange are such type of Courses which gives better career options to ensure holistic development Of students.

1.3.5 Citing a few examples enumerate on the extent of use of the feed back From stake holders in enriching the curriculum ?

Ans. At the end of workshops and life skill courses we do take feedback from The students and bring in the changes suggested by the students in our Further arrangements. We consider the suggestions by our stakeholder Which implementing our annual program, which declaring holidays, Arranging tours etc., and we also follow the suggestion box.

1.3.6 How does the Institution monitor and evaluate the quality of its enrichment programs ?

Ans. Respective coordinators are responsible for monitoring enrichment Programs. Extent of enrolment and the feedback collected from those Awaiting such programs are the critical to evaluate the quality of Enrichment programs.

1.4. Feedback System.

1.4.1 What are the contributions of the institution in the design and Development of the curriculum prepared by the university ?

Ans. Some of the faculty members are the members of the Board of study Of the university. Those member are directly contributing to curriculum Design. Based on the feedback from stakeholders, the departments are Also suggesting modifications in the existing curriculum through the Principal.

1.4.2 Is there a formal mechanism to obtain feedback from students and Stakeholders on curriculum ? if yes how is it communicated to the University and made use internally for curriculum enrichment and Introducing changes /new programs ?

Ans. Yes 'stakeholder's views are conveyed to the university in the form of Suggestions. While designing add-on courses, the institution is in Corporating those suggestions to make the courses relevant. The Principal as a senate member of the affiliating university has number of Opportunity to convey the stakeholder's feedback in the meeting. Many Time views expressed were taken care of by the members of the syndicate

1.4.3 How many new programs/courses were introduced by the institution During the last five years? What was the rationale for introducing new Courses/programs ?

Ans. (1)

Criterion II Teaching-Learning and evaluation

2.1 Student Enrollment and profile

2.1.1 How does the college ensure publicity and transparency in the admission Process ?

Ans. The college utilize all means of publicity to get the enrollment. We publish Advertisements in regional newspapers. Institutional web site and prospect In addition, through pamphlets and local T.V. channel advertisements the College popularize its program of study. Lecturers, in team visit the near Village schools to conduct career guidance programs through which available Program option and facilities are highlighted to the prospective students. Regarding the admission process the college has committee of lecturers who Overlooks the whole process and admissions are given purely according to The students H.S.C. merit. The students are given freedom choose their Subjects.

2.1.2 Explain detail the criteria adopted and process of admission [ex (i) merit (II) common admission test conducted by state agencies and national Agencies (iii) combination of merit and entrance test and interview (IV) any other] to various programs of the institution.

Ans. The admission in our college is on first come first served basis. Mostly we Try our best to include all the students willing to get admission in our college

2.1.3 Give the minimum and maximum percentage of marks for admission at Entry level for each of the programs offered by the college and provide a Comparison with other colleges of the affiliating university with in the City/ District.

Ans. As we are in the urban area and in this town there are many other Arts Colleges under the same university. So day by day we observing the Decreasing student strength mainly in Arts faculty. So we don't keep cut Off marks and welcome to all the students who have passed H.S.C.

2.1.4 Is there a mechanism in the institution to review the admission process And student profiles annually ? If yes, what is the outcome of such an Effort and how has it contributed to the improvement of the process ?

Ans. Yes, the lecturer and Head of the department of every subject review the Admission process and prepare the ratio of admission in their subjects. As A result we include more facilities and do amendment in our academic Environment.

2.1.5 Reflecting on the strategies adopted to increase/ improve access for Following categories of students, enumerate on how the admission policy Of the institution and its student profiles demonstrate/reflect the National Commitment to diversity and inclusion S.C./S.T./O.B.C. Differently able Economically weaker sections Minority community. Any other.

Ans. The college never denies admission to S.C./ S.T.students. Students belonging To minority communities, economically weaker section and differently able Segments are accorded priority in admission. As this institution for women Inclusive education is very much possible to them. Scholarship for S.C./S.T. O.B.C. students, differently able students. Gujarat Government offered “Tuition fee free education” for female candidate. Some fee relaxation also Offer by trust to the concerned students. All these ongoing strategies Demonstrate clearly how the college goes in line with national commitment To diversity and inclusion in its admission policy. The last year the team of Lecturers visited different villages in small groups to include students from Weaker sections and minority, we offer all the scholarships possible to the Students and ensure that they get in on time.

2.1.6 Provide the following details for various programs offered by the institution During the last five years and comment on the trends i.e. reasons for Increase and actions initiated for improvement.

Year	Level	Name of the program	Application		Demand Ratio
			Received	Admitted	
2011-12	U.G.	B.A. (Hindi, English, Sanskrit, Gujarati, Sociology)	850	836	98%
2012-13	U.G	B.A. (Hindi, English, Sanskrit, Gujarati, Sociology)	780	762	97%
2013-14	U.G	B.A. (Hindi, English, Sanskrit, Gujarati, Sociology)	650	628	97%
2014-15	U.G	B.A. (Hindi, English, Sanskrit, Gujarati, Sociology)	510	470	92%
2015-16	U.G	B.A. (Hindi, English, Sanskrit, Gujarati, Sociology)	495	470	95%

Year	Value added Courses	Name of the program	Application		Demand Ratio
2011-12	04 NO.	SGVEP,SUCEAT IQAC,BEAUTYCARE	235	185	79%
2012-13	04 NO.	SGVEP SUCEAT IQAC,BEAUTYCARE	255	209	82%
2013-14	04 NO.	SGVEP SUCEAT IQAC,BEAUTYCARE	215	170	79%
2014-15	04 NO.	SGVEP SUCEAT IQAC,BEAUTYCARE	205	158	77%
2015-16	04 NO.	SGVEP SUCEAT IQAC,BEAUTYCARE	190	145	76%

Year	Level	Name of the program	Application		Ratio
2011-12	Certificate	SUKET Gandhi Manan SGVEP Bahrtiya Sanskriti continuation study SCOPE	335	320	96%
2012-13	Certificate	SUKET Gandhi Manan SGVEP Bahrtiya Sanskriti continuation study SCOPE	342	318	93%
2013-14	Certificate	SUKET Gandhi Manan SGVEP Bahrtiya Sanskriti continuation study SCOPE, Enviornment study Yoga,and fitness course	401	373	93%
2014-15	Certificate	SUKET Gandhi Manan SGVEP Bahrtiya Sanskriti continuation study SCOPE ,Enviornment study Yoga,and fitness course	375	327	87%
2015-16	Certificate	SUKET Gandhi Manan SGVEP Bahrtiya Sanskriti continuation study SCOPE, Enviornment study Yoga,and fitness course	355	319	89%

2.2 Catering to student Diversity.

2.2.1 How does the institution cater to the needs of differently abled students
And ensure adherence to Government policies in this regard ?

Ans. The differently abled students are taken care of specially. We ensure that
They get all their scholarship offered by the Government. We inspire
them To participate in saptadhara programs which sponsored by Gujarat Govt.
As well as co-curriculum activities.

2.2.2 Does the institution assess the students needs in terms of knowledge
and Skill before the commencement of the programs ? If yes give details on
the Process.

Ans. Yes, after admission are over the Head of the department goes to their
Respective classes and get to know each student personally by interact
Them and grow interest of their choice . After that let them share their
Experience of school life. In this way the lecturers assess the students ability
And knowledge. They also enquire about the student's goal to notice their
Needs particularly.

2.2.3 What are the strategies adopted by the institution to bridge the
knowledge Gap of the enrolled students (Bridge/remedial/add on/Enrichment
courses etc.) to enable them to cope with the programs of their choice ?

Ans. What ever little gap they have, lecturers through their learner friendly
Approach, to introduce Book Reading habit. Essay writing practice. The
English department is arrange spoken English sessions etc., bridge those
Gaps by arranging special sessions in the first semester itself.

2.2.4 How does the college sensitize its staff and students on issues such as
Gender, inclusion, environment etc.

Ans. In the beginning of every academic year the principal holds a meeting
with Staff members to ensure the sensitivity and remove gender bias and caste
Bias, ours is a women's college so the students feel privileged and free. The
Principal also held meeting with students after assembly session to create
And maintain healthy environment among students.

2.2.5 How does the institution identify and respond to special educational Learning needs of advanced learners ?

Ans. There are some advanced or fast learners in our college. They are getting Advance learner tag through their classroom interaction and performance We provide them more reference books allow them to use internet. These Students are also encouraged to participate in inter collegiate competitions The subject expert motivate them to undergo coaching classes for preparing Competitive examination.

2.2.6 How does the institution collect, analyze and use the data and information On the academic performance (through the program duration) of the Students at risk of drop out(students from the disadvantaged sections of Society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provide

Ans. The principal ensures that there should be minimum drop outs or zero drop outs from the college. For the same, the principal communicates with the parents of such students invite them at the college and sort out the issues. In addition the college and the staff collectively provide such emotional and Sportive environment that the girl student don't discontinue their study. Although some student continuing their study after marriage.

2.3 Teaching-Learning Process.

2.3.1 How does the college plan and organize the teaching, learning and Evaluation schedule? (academic calendar, teaching plan, evaluation blue Print etc.)

Ans. The teaching and evaluation plan is made according to the academic Calendar provided by the university. Academic staff council consisting of the principal, Head of the Department and a few senior faculty member is responsible for layout the annual Academic calendar. The teaching plan is prepared by every staff member for the subject allotted to them at the beginning of the semester. Such plans are forwarded to the principal by The concerned Heads. The evaluation print is prepared by the teacher and the Heads.

2.3.2 How does IQAC contribute to improve the teaching-Learning Process ?

Ans. IQAC helps to improve the quality of both the Academic and inistrative Activities of the institution. It helps to ascertain the learners requirements. IQAC have lots of career oriented courses which helps the students to Improve their knowledge, awareness and abilities. It acts and facilitating Platform for teachers to satisfy learners requirements . So both learners and teachers uphold quality in teaching and learning.

2.3.3 How is learning made more student centric? Give details on the support for Teacher to develop skills like interactive learning, collaborative learning and independent learning among the students ?

Ans. Learning in our institution is always student centric. The principal holds Meeting with class-ambassador monthly. The best possible material Prepared by lecturers themselves to provided the students. Interactive Learning methods like group study discussion and independent learning Efforts like library usage, internet browsing bisec process and paper presentation make learning student centric.

2.3.4 How does institution nurture critical thinking, creativity and scientific Temper among the students to transform them into lifelong learners and Innovators ?

Ans. The institution nurture the students critical thinking by organizing workshops Special lectures for each subjects and group discussion. To enhance the Creativity of the students, the institution holds Essay competition books Review etc.

2.3.5 What are the technologies and facilities available and used by the faculty For effective teaching ? E.G. virtual Lab, e-learning resources from national Program on Technology, enhanced learning and national mission on Education through information and communication technology open Educational resources mobile education etc.

Ans. Technology based teaching is encouraged in the college. We have modern Visualizer include overhead projector in every class room with board screen We have language Lab with 24 computers with internet connections. Two

LCD Projectors, home theatre we often take students to give them value based audio-visual speech, UGC programs and KCG programs as well as SANDHAN programs.

2.3.6 How are the students and faculty exposed to advance level of knowledge And skill ?

Ans. Faculty members are encouraged to participate in the faculty development Programs to acquire advanced level of knowledge and skill. Periodical Organization of expert lecturer, workshops expose the students and lecturer To advanced level of knowledge. The institution is encouraging both the Learners and teachers to await ICT facilities and educational tours help the Students to develop their knowledge and sharpen their skills.

2.3.7 Detail (process and the number of students benefitted) on the academic ,personal and psycho-social support and guidance services(Professional Counseling/ mentoring academic advise) provided to students ?

Ans. Comprehensive academic support is given by lecturer in the classrooms. Those who are unable to cope up with the class room coverage, meet the Lecturers in the department. The on going mentoring mechanism in the College makes the relationship between the them. Periodical visits of a Professional counselor extend psycho-social support and guidance to those Who are in need.

2.3.8 provide details of innovative teaching approaches/methods adopted by the Faculty during the last five years ? What are the efforts made by the Institution to encourage the faculty to adopt new and innovative approach and the impact of such innovative practices on student learning ?

Ans. Technology orientation and literature based interaction on the latest issues Are the innovative teaching methods, perfection in learning and conviction In doing are the impact of innovative learning practices.

2.3.9 How are library resources used to augment the teaching-learning process ?

Ans. Our library is open during college hours for the students and outsiders also. But it is not fully equipped and updated. The lack of Librarian our library Software is not active use. In last five years we have bought approximately 5000 new books for the students and teachers. Our lecturers give project Work, Essay writing and debate competition to our students which can be Prepared by the help of library reference books.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar ? If yes elaborate on the challenges Encountered and the institutional approaches to overcome these.

Ans . -----No.-----

2.3.11 How does the institution monitor and evaluate the quality of teaching Learning ?

Ans. Through the regular supervisions and visits to the class room and library, The principal ensures the discipline and the quality of teaching and Learning. Student's feedback about the quality of teaching to the Concerned heads, student representatives views conveyed in the class Committee meeting conducted by the principal and the performance of Students both in the continuous internal assessment and the semester Examinations are the parameters of monitoring and evaluating teaching Quality.

2.4 Teacher Quality.

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management of its human resource to meet the changing requirement of the curriculum.

Ans.

Higher Qualification	Professor		Associate professor		Assistant professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent lecturers							
Ph. D.	00	00	03	02	00	00	05
M.Phil.	00	00	00	01	00	01	02
P.G.	00	00	00	03	00	00	03
Part-time Lecturers							
Ph.D.	00	00	00	00	00	00	00
M.Phil.	00	00	00	00	00	00	00
P.G.	01	00	00	00	00	00	01

Our management never compromise in the teacher quality. As the workload is the base for the number of teaching staff, the management is insisting to have the required number. At the time of selection the management and Govt. Nominee give priority to merit and teaching caliber. Staff welfare measures are Also favoring teachers sentiments.

2.4.2 How does the institution cope with the growing demand/scarcity of Qualified senior faculty of study being introduced ? provide details on the Efforts made by the institution in this direction and the outcome during the Last four years.

Ans. According to society need our institution introduce two very important Subjects English and sociology as a self finance course. These subjects are Main as well as Optional in our college. We feel the scarcity of novel lecturer For such subject due to the backward area. Any how we indentify qualified Teachers from the society. The college has a comparatively better Compensation policy to retain that lecturers.

2.4.3 Providing details on staff development programs during the last five years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

Ans. **A) Nomination of staff development programs.**

Academic staff development programs	Number of faculty nominated
Refresher courses	05
HRD programs	02
Orientation programs	03
Staff training conducted by the university	02
Staff training conducted by the other institution	11
Summer/winter schools, workshops, etc.	09

B) Faculty training programs organized by the institution to empower and Enable the use of various tools and technology for improved teaching

Ans. Experts from outside and the senior faculty members of the departments Engage themselves in designing relevant teaching learning methods, Developing methodology to handle new curriculum selecting developing And using enrichment material like brochures and developing appropriate Audio-visual Aids power of presentation and learning materials.

c) Percentage of faculty.

*Invited as resource persons in workshop/seminars/conference organized by External professional agencies.

*participated in external workshops/seminars/conference recognized by National /International professionals bodies.

*presented papers in workshops/seminars/conferences conducted or Recognized by professional agencies.

Ans. Cent percent of the faculty members participated in external workshops National and international seminars and conferences organized by different Colleges and universities. 100% of the faculty members presented papers in workshops, seminars and Conferences conducted by recognized colleges. 2%

of the faculty members are invited as resource persons in seminars and Bisag programs which organized by college or state Govt. sector.

2.4.4 What policies/systems are in place to recharge teachers? (e.g. providing Research grants, study leave, support for research and academic Publications, teaching experience in other national institutions and Specialized programs industrial engagement etc.)

Ans. Lecturers are permitted avail library and other resources for their research And academic field. By given an opportunity to attained different type of language workshop and seminars. Rest of the initiatives like sanctioning UGC projects grants and study leave according their need. The institution encourages teachers to attend orientation programs, refresher courses and Faculty development programs under D.L.

2.4.5 Give the number of faculty who received award/recognition at the state, National and International level for excellences in teaching during the last Five years. Enunciate how the institutional culture and environment Contributed to such performance /achievement of the faculty.

Ans. -----None.-----

2.4.6 Has the institution introduced evaluation of teachers by the students and External peers ? If yes, how is the evaluation used for improving the quality Of the teaching-learning process ?

Ans. The institution is evaluating the performance of lecturers by students on The basis of the parameters like communication skill, subject knowledge Punctuality and teaching methodology. If students complain against any Lecturer on their methodology which do not allow to reach the learners. Such teachers are motivated by the concerned Head or principal.

2.5 Evaluation Process and Reforms :-

2.5.1 How does the institution ensure that the stakeholders of the institution Especially students and faculty are aware of the evaluation process ?

Ans. Before the beginning of every Academic year the principal holds meeting With the staff members about the existing evaluation mechanism at

the Institution level. At that time design the internal evaluation structure and Discuss about the Performance of papers. At the end of every semester the Internal exams are taken by college and university. Exams are taken at the End of every semester with its fixed paper style and evaluation system. Every year the lecturer in turn, convey the nuances of the evaluation Mechanism applicable to continuous internal assessment and university Examination to all students.

2.5.2 What are the major evaluation reforms of the university that the institution Has adopted and what are the reforms initiated by the institution on its Own ?

Ans. The major evaluation reforms introduced by the saurashtra university is its CBCS pattern and semester wise examination. Our institution has adopted it And in addition we have developed our own M.C.Q. type examination with Assignment and seminar to impart internal marks(out of 30) to the students

2.5.3 How does the institution ensure effective implementation of the evaluation Reform of the university and those initiated by the institution on its own ?

Ans. At the time of examination the principal and senior supervisors together With all room supervisors strictly follow the effective evaluation reform of The university. The clerk and peons also look after the distribution of the Blocks and sitting arrangement for students. CC TV Cameras are on for Recording during the exam. In this way the exam are taken transparently. The impact of evaluation reforms at the institutional level is analyzed at the Meeting staff members presided over by the principal as well as vice Principal .Based on the impact Suggestive measures are initiated for the Effective implementation of evaluation reforms.

2.5.4 Provide details on the formative and summative assessment approaches Adopted to measure student achievement. Cite a few example which have Positively impacted the system.

Ans. Formative evaluation approaches consist of group discussions, interviews. These approaches assist to gauge the learning requirements.

Summative Evaluation consists of continuous internal assessment and semester exams. Assignment responses, classroom seminars are the components of Continuous internal assessment gives scope for close monitoring and Prepares students to face terminal exam with confidence.

2.5.5 Detail on the significant improvements made in ensuring rigor and Transparency in the internal assessment during the last five years and Weightage assigned for the over all development of students.

Ans. As an affiliated college, the institution has to adhere to the norms laid down By the university, for UG programmes the weightages given to internal Assessment is 30% means 30 marks. The three components assignment Response, seminar and M.C.Q. test, these performance caring 10 marks each.

2.5.6 What are the graduate attributes specified by the college/affiliating University? How does the college ensure the attainment of these by the Students?

Ans. The outcome of evaluation is an indicator from different perspectives like Confidence and comfortable attitude of learners while facing the evaluation Mechanisms, which indicate the extent of success in educational planning Regular internal assessment component depict the achievement of learning Objects. Final result is an indicator of student's performance.

2.5.7 What are the mechanisms for redressal of grievances with reference to Evaluation both at the college and university level? Ans. Grievances related evaluation are taken by the college level, the concerned Head redress by involving the course teacher and the principal. At the University level are also taken care of them.

2.6 Student performance and learning outcomes

2.6.1 Does the college have clearly stated learning outcomes? If yes give tails On how the students and staff are made aware of these? Ans. Yes, of late course wise learning outcomes are incorporated in the syllabus. Itself, Heads in association with senior faculty members elaborate the expected learning

outcome from every course to junior teachers. Teachers In turn inform learners about curriculum expectations.

2.6.2 Enumerate on how the institution monitors and communicates the progress And performance of students through the duration of the course/program? Provide an analysis of the students For last five years) and explain the difference if any and patterns of Achievement across the programmes/courses offered.

Ans. Lecturer monitor and irregularities are reported to parents. The department Is monitoring as per the common guidelines decided by the Head in the Meeting. The college trains the learners by conducting test. Some arrange Ment by the college for whom try to get knowledge, skill and employability.

2.6.3 How are the teaching and learning assessment strategies of the institution Structured to facilitate the achievement of the intended learning outcomes

Ans. Genuine and transparent assessment strategies show the path for intended Learning outcome. The resourceful lectures respect the student's thought And creativity while teaching helps us to encourage our student's moral Strength. More over there are some marks allotted or project submission and For over all impression.

2.6.4 What are the measures/initiatives taken up by the institution to enhance The social and economic relevance (student placement, entrepreneurship, Innovation and research aptitude developed among students etc.) of the Courses offered ?

Ans. Extension activities facilitate interaction with the society. There by the social Relevance of learners can be enhanced. Socially oriented learners are Innovative in their approach and they have research aptitude.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of Learning ?

Ans. The institution collects data on learning outcomes in the classroom interaction, counseling mentoring sessions, and by analyzing final reports. Class committee meeting, Heads meeting and alumna meets are also helpful to analyze the learning outcomes. Some time make appropriate changes in the teaching methodology to make learning a rewarding exercise.

2.6.6 How does the institution monitor and ensure the achievement of learning Outcomes ?

Ans. Yes, monitoring of learning outcomes starts in the classroom and ends with the analysis of final results. It goes beyond the classrooms, while interacting with the old students. The college is ensuring the achievement of learning through some ways like instructing slow learners at their pace and give opportunity to interacting between the slow learners and the achievers.

2.6.7 Does the institution and individual teachers use assessment/evaluation Outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning ? If yes provide details on the process and cite a few examples.

Ans. -----No-----

Criterion III:- RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization ?

Ans. Yes, the institution have recognized research center of the affiliating University offering M.Phil. and Ph.D. programmes in Arts. 3.1.2 Does the institution have a research committee to monitor and address the Issues of research ? If so, what is its composition ? Mention a few Recommendations

made by the committee for implementation and their Impact .Ans. Yes, the institution has a research committee consisting of the principal, HOD and lecturers recognized as research guides of the saurashtra University.

3.1.3 What are the measures taken by the institution to facilitate smooth Progress and implementation of research schemes/ projects ? Ans. The committee has made a number of recommendations for the promotion Of research culture in the campus. Like granting leave for preparing their Research thesis and attending their classes. Those who are at the verge of Completing their Ph.D. Thesis . The institution provide library facilities and Internet connectivity for them.

3.1.4 What are the efforts made by the institution in developing scientific temper And aptitude among students ?Ans. The college has healthy library to meet the information requirement of Researchers. The internet connectivity is instrumental for the promotion Of research. Lecturers are always encouraged to participate and present articles in seminars organized by other institutions.

3.1.5 Give detail of the faculty involvement in active research (Guiding student Research, leading Research projects, engaged in individual/collaborative Research activity etc.)

Ans. Our Sanskrit department involved in active research guide, Dr. Chudasama Having six research fellows, who are working under him. All Departments Of this college are encouraged to organize workshop and onference on themes relevant to research. For such programmes experts Are invited to deliberate matters relating speech. Students are encouraged To participate in such programmes and interacting with resource persons. Such activities are developing scientific temper and research culture among Students. All subject teachers are engaged in their own research projects Under UGC scheme and two language teachers and one psychology teacher Are engaged in their own research leading to Ph.D. degree.

3.1.6 Give detail of workshop/training programmes/sensitization programmes Conducted/organized by the institution with focus on capacity building in Terms of research and imbining research culture among the staff and students. Ans. Some workshops and training programmes are conducted by the institution With focus on capacity building in terms of research and imbining esearch Culture among the staff and students. On IACT company Language based Workshops, training on SCOPE, ICO exam, GKIQ course.

3.1.7 Provide details of prioritized research areas and the expertise available With the institution.

Ans. ----- Not Applicable -----

3.1.8 Enumerate the efforts of the institution in attracting researchers of Eminence to visit the campus and interact with teachers and students?

Ans.

3.1.9 What percentage of the faculty has utilized sabbatical Leave for research Activities ? How has the provision contributed to improve the quality of Research and imbibe research culture on the campus ? Ans. The faculty has utilized sabbatical leave for research staff according to Needs . The management inviting eminent researchers to Imbibe research culture among students and faculty members. Saurashtra University give opportunities to interact with university professors Quite often.

3.1.10 Provide details of the initiative taken up by the institution in creating Awareness/advocating/transfer of relative finding of research of the Institution and elsewhere to students and community(Lab to Land)Ans. By roviding interaction of senior fellows who has already completed Their project or M.Phil. This initiative has taken by the institution in Creating awareness of relative finding of research.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research ? Give detail Of major heads of expenditure, financial allocation and actual utilization.

Ans. -----Not applicable-----

Heads of the Expenditure	Average total Expenditure of Last 5 years.	Annual financial Allocation for Research	Actual annual Financial utilization for research	Percentage of Expenditure absorbed by research activities
Library resources	55000	50000	39000	71%
Computer Laboratory	28000	35000	22000	79%
Faculty remuneration	12000	15000	12000	80%
Total Rs.	95000	100000	73000	77%

3.2.2 Is there a provision in the institution to provide seed money to the faculty For research ? If so, specify the amount disbursed and the percentage of The faculty that has availed the facility in the last five years ?

Ans. ----- Not applicable-----

3.2.3 What are the financial provisions made available to support student Research projects by students ?

Ans. ----- Not applicable-, None, except that UGC grant

3.2.4 How does the various departments/units/staff of the institution interact In undertaking inert-disciplinary research ? Cite example of successful Endeavors and challenges faced in organizing interdisciplinary research

Ans. Very few research projects undertaken by students at the Ph.D. label use Inert-disciplinary in the Sanskrit department.

3.2.5 How does the institution ensure optimal use of various equipment and Research facilities of the institution by its staff and students ?

Ans. The institution has a policy of optimum utilization of the equipments in the Language library, which is kept open between 7.30am to 12.30 p.m. and The library services are available on all working days between 7.30 A.M. to 12.30 P.M.

3.2.6 Has the institution received any special grants or finances from the industry Or other beneficiary agency for developing research facility ? If yes give Details.

Ans. ----- No -----

3.2.7 Enumerate the support provided to the faculty in securing research funds From various funding agencies, industry and other organization. Provide Details of ongoing and completed projects and grants received during the Last five years.

Ans. Details are as under

Nature of The project	Name of Lecturers	Duration Year from	UGC Grant Sanctioned	UGC Grant Received	Title of the project
Minor project	Dr. D.A.Sen	2013-14	-----	-----	
Minor project	Dr. G.V.Veliyat	2013-14	-----	-----	
Minor project	Prof.V.P.sorathiya	2013-14			
Minor project	Dr. R.M. Vyas	2013-14			
Minor project	Dr. B.R. Chudasama	2013-14	-----	-----	
Minor project	Prof. S. D. Parmar	2013-14			
Minor project	Dr. M.J. Patoliya	2013-14			
Minor project	Prof. A. M. Patel	2013-14	-----	-----	
Minor project	Prof. J.V. Makwana	2013-14	-----	-----	
Minor project	Prof. S.G.Gajjar	2013-14	-----	-----	

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research Scholars within the campus ?Ans. The research facilities available for students and teachers within the campus Are library with reading and lending section Book Bank system, lack of Librarian Library software is inactive, college also provide computer labor Library with internet Connectivity for research scholar and lecturers.

3.3.2 What are the institutional strategies for planning, upgrading and creating Infrastructural facilities to meet the needs of researchers especially in the New and emerging areas of research ?

Ans. The institution promotes participation of students and lecturers on research Activities. The major researches facilities developed in the campus time to Time , the college purchase more latest journals, critics thesis, reference Books of different language and subjects. It has also subscribed library Magazines, some research journals fort reference. The facility of library helps Readers carry on research activities enthusiastically. Not only that but leave Are provided to them to participate in seminars and workshops for getting More latest information and knowledge.

3.3.3 Has the institution received any special grants or finances from the industry Or other beneficiary agency for developing research facilities ? Is Yes what Are the instruments/Facilities created during the last five years.

Ans. -----Not Applicable -----

3.3.4 What are the research facilities made available to the students and research Scholars outside the campus/ other research laboratories ?

Ans. The tie-up facilities are more beneficial to researchers. So our college get This opportunity with other local college library like Prataprai Arts college, Amreli, Gajera sankul, Amreli as well as lrary of saurashtra University. In this Way the research facilities are made available to the students and research Scholars outside the Campus.

3.3.5 Provide details on the library/information resource center or any other Facilities available specifically for the researchers ?Ans. The library provide

extra tables for special candidates who are spend their Time in reading, library also prove Xerox facility and extra books lending for More time period.

3.3.6 What are the collaborative research facilities developed/ created by the Research institution in the college. For ex. Laboratories, library, instrument Computers, new technology etc.

Ans. -----Not Applicable -----

3.4 Research Publications and Awards

3.4.1 Highlight the major research achievements of the staff and students in Terms of

- * Patents obtained and field (process and product)
- * Original research contributing to product improvement
- * Research studies or surveys benefiting the community or improving the Services.
- * Research inputs contributing to new initiatives and social development.

Ans. -----Not Applicable -----

3.4.2 Does the institute publish or partner in publication of research journal(s)? If Yes indicate the composition of the editorial board, publication policies And whether such publication is listed in any international database ?

Ans. No, the institution does not publish or partner in publication of research Journal.

3.4.3 Give details of publications by the faculty and students:-

Ans. Details of publication by the faculty as follows. Publication

Publication per faculty	List attached
Number of papers published by faculty and students in peer reviewed journals	
Number of publications listed in international Database(for Eg : Web of science, Scopus, Humanities International complete, Dare Database-International Social Science Directory, EBSCO host, etc)	List attached
Monographs	
Chapter in Books	List attached
Books Edited	List attached
Books with ISBN/ISSN number with details of publishers.	List attached
Citation Index	
SNIP	
SJR	
Impact factor	
h-index	

3.4.4 Provide details (if any) of

Ans. Details of publishers with name of the books and ISSN no.

Research awards received by the faculty	
Recognition bodies and agencies, nationally and internationally	
Incentives given to faculty for receiving state, national and international recognitions For research contributions	

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry Interface ?

Ans. -----Not Applicable -----

3.5.2 What is the stated policy of the institution to promote consultancy ?

How is The available expertise advocate and publicized ?

Ans. -----Not Applicable -----

3.5.3 How does the institution encourage the staff to utilize their expertise and Available facilities for consultancy services ?

Ans. -----Not Applicable -----

3.5.4 List the board areas and major consultancy services provided by the Institution and the revenue generated during the last five years.

Ans. -----Not Applicable -----

3.5.5 What is the policy of the institution in sharing the income generated Through consultancy (staff involved : institution) and its use for Institutional development ?

Ans. ----- Not Applicable-----

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution- neighborhood community Network and student engagement, contributing to good citizenship, service Orientation and holistic development of students ?Ans. The institution is located in a small town Amreli with thick population. It is Surrounded by a number of villages-like Babra, Sanala,Lakhapadar.Machiyal Ankadiya, Haripura, Chaliya, Jaliya etc. where agriculture is the dominant occupation.

Thecommunity comprises of land owners, laborers, traders, employees of both Govt. and private organization, self-employed and professionals. So extention activities, value education where students volunteer themselves, integrate the institution with neighborhood and community.

3.6.2 What is the institutional mechanism to track students' involvement in Various social movements/activities which promote citizenship roles ?

Ans. The institutional mechanism is to track students involvement in various Social activities which promote citizenship roles like voluntary help to the

Poor patient of different Hospital like civil Hospital, Radhika Hospital
Occasional visit at Old Age Home for caring the old people. Celebrate Raksha Bandhan programme with Dum Deaf child centers Sub Jail and Blind school, Girl child save Aids awareness campaigning village to village.

3.6.3 How does the institution solicit stakeholder perception on the overall Performance and quality of the institution ?

Ans. Our institution is managed by the trust so students, lecturers, parents and Ex students are the stakeholders. Student's views are perceived through Committee meetings, in the suggestion box, alumnae interaction and informal Discussions. Lecturers views are perceived through general meetings organized by the principal. Generally Alumnae use to give concrete suggestions to improve the academic and administrative body. They also suggest to introduce the value added courses.

3.6.4 How does the institution plan and organize its extension and outreach Programmes ? Providing the budgetary details for last four years, list the Major extension and outreach programmes and their impact on the overall Development of students.

Ans. The institution plan and organized its extension and outreach programmes Time to time and impact on the overall development of students. Detail are Given below: Major extension programmes and their impact.

Major extension/outreach programmes	Impact
Planting of saplings	For environment protection.
Propagating cleanliness	For disease free healthy atmosphere.
Reserve Rain water, save water	Preserving every drop of water.
Maintenance of drainage system and open space	For prevention of mosquito disease .
Propagating Aids awareness camp and Beti Bachavo camp.	For getting healthy and balance society.
Prevention of smoke and Alcohol	Exposing the killer instincts.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/International agencies ?

Ans. The institution promote the participation

of students and faculty in extension Activities including participation in NSS and NCC by lay out the plan programs At the beginning of the academic year, the principal calls for the meeting of NSS co-coordinator where in the plan of action for the whole year is decided. Subsequent meeting decide about the place or village for organization of Campus and the evaluation of activities undertaken so far. NCC plan programs Are also layout such process. These programmes are held by the concerned Coordinators year wise.

3.6.6 Give details on social surveys, research or extension work(if any) undertaken By the college to ensure social justice and empower students from under- Privileged and vulnerable sections of society ?

Ans. To ensure social justice and empower students from under privileged nd Vulnerable section of society. So major extension programmes are as ollow

Extension	Impact
Blood donation	Life saving effort
Awareness about self employment avenues	Enhancing the source of income.
Blood grouping	To make every one to have an idea about her blood group.
Creation of awareness about security measures	Assisting the deserving people to secure in future.
Awareness building about road rules safe during practice	For safe driving habits and road sence.

Students empowerment through extension activities are given below.

Extension	Impact
NSS volunteers undertook a social survey at Haripura, Aliudaypur, Chadiya villages to clean the cattle shelter, Medical treatment by veterinary Doctors and contributed the Wall of funeral Ghat to expose the deprived sections of the society.	NSS volunteers assist the mason in the construction work. Cost is Shared by the Sarpanch and the College management.

Extension	Impact
(1) College conducted an awareness programs at the municipal girls high school, Ajmera school and JIJiben forward school, Amreli about higher education activities available at then proximity.	An education to make the children Literate and forward them in Higher education.
(2) Seminars on Job oriented programs by Employment exchange.	Identification of an employment Potential and development perspective.

3.6.7 Reflecting on objectives expected outcomes of extension activities organize By the institution, comment on how they complement students' academic Learning experience and specify the values and skills inculcated.

Ans. Extension activities organized by the Institution complement students' Academic learning experience as they are well aware of the need for Education skill development and practical exposure values involvement, Commitment, Hard work, sincerity, determination, social justice, team spirit Helping attitude, civic consciousness.

3.6.8 How does the institution ensure the involvement of the community in its Reach out activities and contribute to the community development ? Detail on the initiatives of the institution that encourage community Participation in its activities ?

Ans. The initiatives of the institution that encourage community participation In its activities are as follows. *Reach the community through students to plan the activities in Consultation with principal of prathamik shala, Sarpanch of villages and VIPs of other fields.

- *Live with the community by organizing Camps.

- *Extend the required support to the community with the help of Govt. Department, non government organization, local body, well wishers, Religious and spiritual Institution and college management . Institutional efforts to involve the community in its reach out activities are As follows:

- * Associating through activities with the communities around.

- * Interacting with the community quite often.

- * Ascertaining the requirements of the communities.

3.6.9 Give details on the constructive relationship forged(if any) with other Institutions of the locality for working on various outreach and extension Activities.

Ans. While undertaking extension and outreach activities the institution make Good relationship with village panchayat, Sarpanch, School Head asters Agriculture animal husbandry, education and local people to make the Efforts rewarding.

3.6.10 Give details of awards received by the institution for extension activities And/contributions to the social/community development during the last Five years.

Ans. ♦ In the year of 2010-11, the NSS unit of the institution received a Appreciation letter with cash prize Rs. 4,000/- from the Sarpanch of Haripura illage Panchayat for organizing a special Camp. In this year Lions club of Amreli organized Blood donation and blood grouping Camp in which the students have given Blood to the Blood Bank. ♦ In the year of 2011-12, the Sarpanch of

the village Panchayat Has given a good remarks for the laudable work undertaken by NSS Volunteers with NSS Coordinator. In the same year, Sub Jail Amreli has Given a good compliment for organizing our Raksha Bandhan celebration Our NSS team also getting appreciation for cleaning, white washing the Funeral Ghat campus.

♦ In the year 2012-13 , the NSS unit of the institution organized a special Camp at Aliudepur which was acknowledged by the president of the Panchayat by appreciation and our NSS students gain the wonderful gift This year our NSS students done other volunteer work like celebration The Raksha Bandhan programme with Dum and Deaf children, visit the Old Age home and assisting the Old people. Red Cross + lions Club Amreli Organized Medical camp in which the NSS and NCC students have given a Helping hand to assist the patient which was duly acknowledged by the Lions Club in the form of a letter of appreciation.

♦ In the year 2013-14, the NSS unit of our institution organized a special Annual camp at Chadiya which was also acknowledge by the Head master Of the village Panchayat. In this camp Sarpanch and Head Master has iven A certificate of appreciation for cleaning, plantation, whitewashing the Funeral Ghat and Medical care of the cattles. Head master of Prathmikshala Has given Rs. 3,000/- as a gift to the volunteers.

3.7 Collaboration:

3.7.1 How does the institution collaborate and interact with research Laboratories, institutes and industry for research activities. Give Example and benefits accrued of the initiatives-collaborative research Staff exchange, sharing facilities and equipment, research scholarships.

Ans. -----Not Applicable-----

3.7.2 Provide details on Mous/collaborative arrangements (if any) with Institutions of national importance/other universities/industries/ Corporate(corporate entities) etc. and how they have contributed to The development of the institution.

Ans. -----Not Applicable-----

3.7.3 Give details (if any) on the industry-institution community interactions that Have contributed to the establishment/creation/up-gradation of academic Facilities, student and staff support, infrastructure facilities of the institution Viz. laboratories/library/new technology/placement services etc.

Ans. -----Not Applicable-----

3.7.4 Highlighting the names of eminent scientists /participants who contributed To the events, provide details of national and International conferences Organized by the college during the last four years.

Ans. -----Not Applicable-----

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreement ? List out the activities and beneficiaries and cite example (if any) of the established linkages that enhanced and/or facilitated

Ans. -----Not Applicable-----

3.7.6 Detail on the systemic efforts of the institution in planning, establishing And implementing the initiatives of the linkages/collaborations. Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.

Ans. -----Not Applicable-----

CRITERION IV : INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities.

4.1.1 What is the policy of the institution for creation and enhancement of Infrastructure that facilitate effective teaching and learning ?Ans. The institution has got a good infrastructure facility for effective teaching And learning atmosphere. The institutional policy of its creation and enhancement is need based. At the time of establishment in 1991, the College had the main block only. Subsequently in the year 2007 computer Lab and extension block were constructed. In the year 2011 our Auditorium Hall was constructed the first floor. In addition the college has a women Hostel with in the main campus accommodating 60 students. Accommodation is fully comfortable for women and it is well protected from all sides with C.C. Cameras. The college have Jim for students and staff with modern equipments

4.1.2 Detail the facilities available for

- A) Curricular and co-curricular activities enabled learning spaces, seminar Halls, tutorial spaces, laboratories, garden, Specialized facilities and Equipment for teaching learning and research.
- b) Extra- curricular activities- sports, outdoor and indoor games, gymnasium auditorium , NSS. NCC, cultural activities, public speaking, communication skills development, yoga, health and hygiene etc.

Ans. Available Physical facilities:-

- well furnished class rooms with adequate lighting and ventilation. Every class has facility for power point presentation by modern visulizerAnd projector with large white screen.
- Computer with internet connectivity are available .
- Our library has huge collection of books with Xerox machine for all Departments.
- The college has English Language Laboratory.
- There is an Auditorium with modern electronic music equipments, Home Theatre etc.

- Principal's chamber, staff room, office, Computer Lab and examination Room are air conditioned.
- We have a vast greenery surrounding where students spend their time and Preparing their study notes.
- The institution is extending equal amount of importance to extra- curricular Activities, like. Job oriented courses, career counseling seminars many types Cultural activities like Folk dance, Drama Mono Act , folk songs Yoga, Plantation etc.
- ♦ Facilities to play outdoor games like kho kho, hand Ball, volley ball and ockey are available.
- ♦ Facilities to play indoor games like Table Tennis, chess, Carom , dminton
- ♦ College has good equipped gymnasium .
- ♦ An auditorium with light and sound system stage.
- ♦ Open and close space for NCC and NSS instruction and demonstration Session.
- ♦ We have Hall Type room for rehearsals and final performance.
- ♦ Often Yoga and self defense sessions are conducted in the auditorium.
- ♦ R.O. with water cooler, water supply is assured to all students and staff Members.

4.1.3 How does the institution plan and ensure that the available infrastructure is

In line with its academic growth and is optimally utilized ? Give specific Examples of the facilities developed/augmented and the amount spent During the last four years (enclose the master plan of the institution/campus And indicate the existing physical infrastructure and the future planned Expansions if any) .

Ans. The Principal, Heads of various departments, NSS Coordinator, NCC Officer

And Physical directress inform their requirement of infrastructure to facilitated The management to plan ahead. Optimum utilization of available infrastrucur Is the policy of the college. The principal never allows rastructural

constrain To undertake the routine activities. Some facilities are developed during the last five years, which are as follows

- *Auditorium
- *Sports and NCC field and tracks
- *NCC Office
- *Office cabin.
- *Canteen
- *Library books, Journals and cupboards.
- *Computer systems and printers.
- *Visulizer with projectors.
- *Solar heater for warm water.
- *Water purifier and water cooler
- *LCD
- *Generator.
- *Refrigerators.
- *Hostel premise.
- *CC Cameras with WI-FI
- *Furniture and fittings.
- *A.C.
- *Invertors.
- * Canrteen

Above mentioned facilities developed absorbed cost of Rs. 3.00 crore Future plans are listed below.

- To build more rooms for teaching purpose.
- A separate building for library.
- A separate canteen for college students.

4.1.4 How does the institution ensure that the infrastructure facilities meet the Requirements of students with physical disabilities ?

Ans. The institution try to give the facilities according to requirements of student With physical disabilities as temporary base.

4.1.5 Give details on the residential facility and various provisions available Within them.

Ans. The institution has a women Hostel for UG students and nursing students. It Is situated inside the campus. At present 60 students are there. Recreational facilities are available to hostilities in the reading room and There is provision for indoor games too. Gymnasium and Yoga centre are attached to the college and hostilities are permitted to avail such facilities for their convenience. College computer Lab and library are kept open at college timings to facilitate The inmates of the Hostel to avail such facility.

4.1.6 What are the provisions made available to students and staff in terms of Health care on the campus and off the campus ?Ans. Radhika Hospital is situated next door of the college. Our trustee Shi Dineshbahi Gandhi is the owner of this hospital , so all provisions are made Available to The students and staff in terms of Health Care on the campus And off the Campus.

4.2 Library as a learning Resource

4.2.1 Does the library an advisory committee ? Specify the composition of such a Committee. What significant initiatives have been implemented by the Committee to render the library, students / user friendly ?

Ans. Librarian post is vacant last 10 years. We are waiting for Govt. NOC, After That we can requite librarian in our institute. The institution manage the Librarian by other temporary employee and the library advisory committee The committee is headed by the principal, all heads as members and few Student representatives. The committee is making the library as user friendly Through the initiative like updating of library infrastructure to suit the Requirements of users. Arranging the subject wise books, maintains the book Banking system and monitor the adherence of library rules.

4.2.2 provide details of the following

*Total area of library (in sq. mts.)

*Total seating capacity. 25 students and 4 research scholar.

*Working hours(on working days on holidays, before examination days, During examination days, during vacation)

*Layout of the library(individual reading carrels, lounge area for browsing And relaxed reading, IT zone for accessing e-resources).

Ans. Total area of the library (in sq. mts.) is Total seating capacity is Working hours:-- on working days 7.00A.M. to 1.30 P.M. during vacation 9.00 A. M. to 1.00 P.M. Layout of the library No separate building for library.

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials ? Specify the amount spent on procuring new books, journals and e-resources during the last four years

Ans. Faculty members and student make their intent for books, journals magazine And text books to their heads. HOD forward the department requirement to The library advisory committee. On approval, principal makes necessary Arrangements for the purchase under the scheme of UGC grants. The amount spent on procuring books , journals and e-resources during last Four years is as under.

Library Holding	Year 2011-12		Year 2012-13		Year 2013-14		Year 2014-15	
	Num.	Total cost	Num.	Total cost	Num.	Total cost	Num.	Total cost
Text books	1898	178540	356	18650	382	48655	1756	54105
Reference Books	643	32590	137	6285	146	13575	254	9290
Journals/periodical	443	9890	162	2265	137	1500	196	1720
e-resources	-----	-----	-----	-----	-----	-----	-----	-----
Any other (specify)	-----	-----	-----	-----	-----	-----	-----	-----

4.2.4 Provide details on the ICT and other tools deployed to provide maximum Access to the library collection ?

- ♦ OPAC
- ♦ Electronic Resource Management package for e-journals
- ♦ Federated searching tools to search articles in multiple databases.
- ♦ Library website
- ♦ in house /remote access to e-publications.

- ♦ Library automation
- ♦ Total number of computers for public access
- ♦ Total numbers of printers for public access
- ♦ Internet band width/speed ☐ 2mbps ☐ 10mbps ☐ 1 GB
- ♦ Institutional Repository
- ♦ Content management system for e-learning
- ♦ Participation in Resource sharing networks/consortia (like inflibnet)

Ans. • Computer is available in the library for student and staffs.

- Printer and Xerox machine are meant for public use.
- Internet band is connected with 10mbps

4.2.5 Provide details on the following items.

- Ans.
- Average number of walk-ins 55-60 per day
 - Average number of books issued/returned 50-60 per day
 - Ratio of library to students enrolled 20:01
 - Average number of books added during last three years
 - Average number of login to opac(OPAC)
 - Average number of login to e-resources
 - Average number of e-resources downloaded/printed
 - Number of information literacy training organized
 - Details of “weeding out” of books and other materials.

4.2.6 Give details of the specialized services provided by the library

- ♦ Manuscripts
- ♦ Reference
- ♦ Reprography
- ♦ ILL(Inter Library Loan service)
- ♦ Information deployment and notification
- ♦ Down load
- ♦ Printing
- ♦ Reading list/Bibliography compilation
- ♦ In house /remote access to e-resources
- ♦ User Orientation and awareness

- ♦ Assistance in searching Databases
- ♦ INFLIBNET/ IUC Facilities

Ans. -----None -----

4.2.7 Enumerate on the support provided by the library staff to the students and Teachers of the college

Ans. The library has the motto "search information to furnish and procure materials to supply to the needy: Book bank system, study materials provided by Xero Reference book weekly lending system, library reading facilities totally manual.

4.2.8 What are the special facilities offered by the library to the visually/physically Challenged persons? Give details.

Ans. The college has no visually challenged students last 5 years, some physically Challenged students are there. The library committee and other students are helpful in searching and provide them according to their need.

4.2.9 Does the library get the feedback from its users? If yes, how is it analyzed and used for improving the library services. (What strategies are deployed by the library to collect feedback from users? How is feedback analyzed and used for further improvement of the library services?)

Ans. Every year the library mobilizes the feedback from the users, orally by getting Reader's opinions, requirements and suggestions which are analyzed by the Library advisory committee.

4.3 IT Infrastructure

4.3.1 Give details on the computing facility available (hardware and software) at the institution.

- Number of computers with configuration (provide actual number with Exact configuration of each available system)
- Computer-student ratio
- Stand alone facility
- LAN facility

- Wifi facility
 - Licensed software
 - Number of nodes/computers with Internet facility
 - Any other Ans.
-
- Number of computers with configuration (provide actual number with Exact configuration of each available system)
 - Computer-student ratio
 - Stand alone facility
 - LAN facility
 - Wifi facility
 - Licensed software
 - Number of nodes/computers with Internet facility
 - Any other

4.3.2 Details on the computer and Internet facility made available to the faculty And students on the campus and off-campus ?

Ans.

4.3.3 What are the institutional plan and strategies for deploying and upgrading The IT infrastructure and associated facilities ?

Ans.

4.3.4 Provide detail on the provision made in the annual budget for procurement Up gradation, deployment and maintenance of the computers and their Accessories in the institution (year wise for four years)

Ans.

4.3.5 How does the institution facilities extensive use of ICT resources including Development and use of computer-aided teaching/learning materials by Its staff and students ?

Ans.

4.3.6 Elaborate giving suitable examples on how the learning activities and Technologies deployed (access to on-line teaching – learning resources Independent learning, ICT enabled classrooms/learning spaces etc.) by the

Institution place the student at the centre of teaching-learning process and Render the role of a facilitator for the teacher.

Computer Aided teaching
By procuring and maintaining the required equipments and accessories like LCD projectors, software, CDs Pen drive, Broad board, visulizer Ups in the Language lab., the institution is encouraging computer aided teaching and The development of leaner friendly study materials.

4.3.7 Does the institution avail of the National Knowledge Network connectivity Directly or through the affiliating university ? If so, what are the service Availed of ?

Ans. -----No-----

4.4 :- Maintenance Of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the Facilities (substantive your statements by providing details of budget Allocated during last four years ?

Ans. Maintenance and upkeep of facilities is a priority of the institution. This policy Is evident from the optimal allocation and the 'optimum Utilization ' of Available financial resources.

Maintenance of	Budgetary allocation in % terms			
	2011-2012	2012-2013	2013-2014	2014-2015
Building	20 %	15 %	20 %	30 %
Furniture	15 %	10 %	15 %	25 %
Equipments	45 %	45 %	45 %	15 %
Computers	20 %	25 %	20 %	20 %
Printers	10 %	15 %	10 %	10 %

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the Infrastructure, facilities and equipment of the college

Ans. Department head report maintenance issues to the principal. That issues Requiring immediate attention are informed to the trustees with the Instruction from the principal to carry out fastly. Such issues requiring financial

Allocation limited Rs. 5000/- are referred to the accountant for sanction. Periodical and preventive maintenance is the policy of the institution.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment / instruments ?

Ans. The institution take up calibration and other precision measures for Equipments are undertaken before the commencement of year ending .

4.4.4 What are the major steps taken for location, upkeep and maintenance of Sensitive equipment (voltage fluctuations, constant supply of water etc) ? Any other relevant information regarding infrastructure and learning Resources which the college would to include.

Ans. Ups mechanisms and installation of programmes ensure the proper Maintenance of sensitive equipments. The campus has large size of under Ground water storage for college purpose and maintenance the Girl's hostel The electrical failures are met with Generator and Inventor with captive Generation of power. Three numbers of water R.O. systems are connected With water cooler.

CRITERION V:- STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/ handbook annually ? If Yes, what is the information provided to students through these Documents and how does the institution ensure its commitment and Accountability ?

Ans. Yes, the institution publishes its own magazine as a prospectus and hand Book every year. The magazine 'Darpan' is given to all the students at the Beginning of the year. It contains the academic calendar, which gives the Following information:-

- college mailing/email address with website and contact numbers.
- Brief history of the college.
 - Vision, mission, goals and objectives of the college.

- Members of the trust board, college committee and academic administrative

Staff list.

- Programmes offered with core and electives .
- Academic programmes on offer.
- Admission procedure.
- Information about college rules, regulation co-curricular and extra curricular Activities.
- Year wise syllabus, academic programmes calendar .
- College progress reports.
- Information concerning college and Hostel facilities.

Second Part of this Magazine carry more number of articles Essay, story, poetry

And research paper contributed by staff and students some information are Uploaded in the college website too.

5.1.2 Specify the type, number and amount of institutional scholarships/free ship Given to the students during the last four years and whether the financial Aid was available and disbursed on time

Ans. Institutional scholarships

Type of scholar ship	2011-12		2012-13		2013-14		2014-15	
	Nu m.	Amo unt	Nu m.	Amo unt	Nu m.	Amo unt	Nu m.	Amo unt
Poor studen ts free ships	06	1500 /-	11	3650 /-	08	2150 /-	04	1450 /-

The college initiatives action for the disbursal of money to the concerned students on time.

Financial support from Government.

- Students belonging to SC/ST/OBC and economically weaker sections are eligible for Govt. Scholarships. The institution is taking all out efforts to secure Such support for them.
- Physically challenged students are also eligible for scholarships sanctioned by The Gujarat Government.
- The Institution is motivating students to participate in various competition and Some excellent students get scholarship and cash prize.
- All teaching and nonteaching staff member are covered by Personal accident Insurance Life insurance.
- Poor learners are identified by concerned faculty members and their requirements are satisfied through remedial sessions.
- Beauty Care course are also running in our institution.
- First year students get option to enroll themselves in the computer, learners, so They join SCOPE examination every Academic year. As well as environment Study and physical education are compulsory for all first year student. NSS and

NCC facility is also proving for student regularly.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial Skills, among the students and the impact of the efforts.

Ans. Efforts promoting entrepreneurial skills and their impact:-

Efforts taken to promote entrepreneurial Skills	Impact
Creation of Entrepreneurship-Development cell	Arranging Entrepreneurship development programmes periodically
Lecturers by successful Entrepreneurship	Motivating younger to become entrepreneurs
Club activities	Skill development in painting, drawing Dance, waste conversion etc.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co curricular activities such as Sports, games, Quiz competitions, debate and discussions, cultural activities etc.

Ans. The institution gives equal amount of importance to co curricular and Extracurricular activities as they develop skills in them. The D.P.E. Ms. Makwana of the College has special interest in sports and games. Sports persons are given special care. Sports uniform and accessories are provided at free of cost by the managements and sport authority. Our cultural committee promote cultural habits. The college has the practice of organizing quiz programmes, debates Discussions and cultural feats. So as to utilize their time in productive endeavor The college is always encouraging students to participate in such competition at The inter collegiate level. Some lecturers to actively support students to come

Out successfully in all their efforts which bring laurels to the institution.

5.1.7 Enumerate on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students Appeared in qualified in various competitive exams such as UGC-CSIR-NET-SLET ATE/CAT/GRE/TOFEL/GMAT/Central/State services Defense, civil services etc.

Ans. Some lecturers coach and guide those who aspire to appear for NET/SLAT And civil services examination.

5.1.8. What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

Ans. Counseling is the collective endeavor in this institution. Academic counseling Is undertaking by course teachers. Mentors are very much involved in Personal counseling. Career oriented counseling is undertaken by senior Lecturers, the concerned Head, and career guidance and placement cell. Our Psychology lecturer counseling with such students who having psycho-social Problems. As majority of the students are rural based, so they mat not come Out openly at the beginning. But our teacher try to make them comfortable.

5.1.9 Does the institute have a structured mechanism for career guidance and Placement of its students ? If 'yes' detail on the services provided to help

Students identify job opportunities and prepare themselves for interview And the percentage of students selected during campus interviews by Different employers (list the employers and the programmes).

Ans. The employment Exchange officer is monitoring the structural mechanism For career guidance and placement of our students. Literature scanning and Website surfing are the routes for the placement officer to identify job Opportunities. Mobilized information is displayed on the Notice board for the Attention of those aspiring for jobs.NCC students are getting special attaintionBy Prof. Parmar and NSS students get special knowledge on society and Environment by the guidance of Prof. Gajjar under different Activities which Are mentioned.

The career Guidance and placement.

The career guidance and placement cell organizes training programmes time to Time training relating test of SUCEAT exam(Saurashtra University Comperativiv Exam Awareness Test) by C.C.D.C., GKIQ test by Vikas Vartul Trust, Bhavnagar, ICO Exam (Indian Cyber Olimpeyad by M.B.Trust Bhavnagar , Beauty care courses by Continuation study centre ,Saurashtra University ,IACT Competition Basic course,SCOPE by Guj. Govt. career corner UDISHA placement cell

List of employers who have recruited students during last four years

Year	Training centre Nos. of students participate	Got Job	% selected
2011-12	138	44	32%
2012-13	167	57	34%
2013-14	206	79	38%
2014-15	219	87	40%

5.1.10 Does the institution have a student grievance redressal cell ? If Yes list The grievance reported and redressed during the last four years.

Ans. Yes, the students grievance redressed cell collect the report to redress term Wise.The institution given Audio cassette player for all department to Facilitate the rehearsals of cultural activities. Television is also play for Bisag programmes every day according the subject Time Table Permitted computer uses for their extra activities .Permitted free Internet browsing on every day.

5.1.11 What are the institutional provisions for resolving issues pertaining to Sexual harassment ?

Ans. This institution is exclusively for women. Hence such cases are not reported.

5.1.12 Is there anti-ragging committee ? How many instances (if any) have been Reported during the last four years and what action has been taken on these

Ans. As per the direction from Directorate of collegiate education, The AICTE and the University, the institution has constituted an anti-ragging committee Consisting of the Principal, senior faculty member, PTI and students representatives. Every Academic year while admission started sr. students are Instructed not to indulge in ragging both in the college and Hostel premises. Senior staff members watch over. A suggestion box is also kept in the college campus exclusively to inform Ragging problems so far, no such complaints have been received.

5.1.13 Enumerate the welfare schemes made available to students by the institution.

Ans. Yes, when students are not in a position to pay the fees with in the stipulated time frame, college provide it for such cases. Every department has it Book Bank system. Those who are unable to purchase books or study material College provides all books and materials from the Book Bank at the free of cost as periodical bases. A part from this the college provide coach for Dance and Music.

5.1.14 Does the institution have a registered Alumni Association ? Is 'Yes' , what Are its activities and major contributions for institutional, academic and Infrastructure development ?

Ans. Yes, the institution has an Alumni Association. It meets once in a year. They Use to give suggestion for college development and student welfare. No major contributions for institutional, Academic or Infrastructure development by such Association.

5.2 Student Progression:-

5.2.1 Providing the percentage of students progressing to higher education or Employment (for the last four batches) highlight the trends observed.

Ans. The details of the percentage of students progressing to higher education is As under

Student Progression	%
UG to PG	84 %
PG to M.Phil.	15 %
PG to Ph. D.	10 %
Employed	
• Campus selection	20 %
• Other than Campus recruitment	30 %

5.2.2 Provide details of the programme wise pass percentage and completion Rate for the last four years (cohort wise/batch wise as stipulated by the University)? Furnish programme-wise details in comparison with that of The previous performance of the same institution and that of the college Of the affiliating university within the city/district.

Ans. There are 6 other colleges in this Town ours is an affiliating grant-in-aid College, under UGC norms. This institution established in the year 1991. It is younger than others. Only under graduate Arts course is there. The Results are given below.

Program	2011-12	2012-13	2013-14	2014-15
B.A. (Hindi)	87	73	68	59
B.A. (Sanskrit)	88	81	75	64
B.A. (Gujarati)	43	40	37	39
B.A. (English)	-----	-----	-----	29
B.A. (Sociology)	-----	-----	-----	32

5.2.3. How does the institution facilitate student progression to higher level of Education and/or towards employment ?

Ans. Departments are organizing exclusive programmes for the Third year Students. The lecturers encourage them to pursue higher education in The chosen discipline for better prospects in life. Those who treat the Programme as a terminal one approach the career guidance & Placement cell From where they got guideline for better job prospects.

5.2.4 Enumerate the special support provided to students who are at risk of Failure and drop out ?

Ans. Support to mitigate the risk of failure or drop out; counseling from mento Motivation from all staffs; and supplying study materials and text book.

5.3 : Student Participation and Activities :-

5.3.1 List range of sports, games, cultural and other extracurricular activities Available to students. Provide details of participation and program calendar.

Ans. Students participation and activities Participation and achievements in sports and games(Last four Years)

Sr. No	Name of the event	Date	Participation/achievements
	LIST ATTACHED		

5.3.2 Furnish the details of major student achievements in co- curricular,extra Curricular and cultural activities at different levels: University/state/Zona National/International, etc. for the previous four years

Ans. Student participation in cultural activities

SR. No.	Date	Name of the event	No. Of participation	Institution
		LIST ATTACHED		

Students participation in extracurricular activities:-

*Celebration of Days of importance:- 26th Jan., 15th Aug., 2nd Oct., 25th Jan.

(matdata Diwas) Donor's Birthday (Anant Chaturthi) Sarad Punam, Raksha Bandhan, Ambedkar Jayanti, Vivekanand Janma Jayanti, Annual function and Youth festival etc.

*Awareness programme:- AIDS awareness programme; betibachavo abhiyan, Nasha Bandhi Diwas. 'clean our Area' programme. Sanitary awareness programme etc.

*Awareness Rally.

*Tree Plantation by NCC and NSS programs.

*Blood grouping and blood donation camp.

Students Achievements in co-curricular Activities:-

Medical Camp organized by Rotary Club-Amreli, Medical Camp for special by Red cross and Rotary Club, Rajkot-Amreli

Medical Camp for pet-Animals by District veterinary Hospital.

Self Defense Camp by Dist Police Department.

Woman Laws and rules programme by Lady Layer.

5.3.3 How does the college seek and use data feedback from its graduate and Employers, to improve the performance and quality of the institutional Provisions ?

Ans. Alumni and employer's meets on invitation offer an opportunity to submit their feedback. The institution, based on the feedback to undertake Their assignments comfortably in future plan.

5.3.4 How does the college involve and encourage students to publish materials Like catalogues, wall magazines, college magazine and other material ? List The publication/materials brought out by the students during the previous Four academic sessions.

Ans. The college is encouraging students to write articles, story, poem, and Essays For the college Annual Magazine Darpan. Local papers, Local saptahik.

5.3.5 Does the college have a student council or any similar body ? Give details On its selection, constitution, activities and funding.

Ans. -----NO-----

5.3.6 Give details of various academic and administrative bodies that have Student representative on them.

Ans. A number of committee are rendering Academic and administrative support To the college. Following are the various committee where our lecturers have representation With college Ambassador.

- ♦ Library Advisory Committee
- ♦ Grievance redressal Committee.
- ♦ NCC Advisory Committee.
- ♦ NSS Advisory Committee.
- ♦ Anti-Ragging Committee.
- ♦ Magazine Committee.
- ♦ Hostel Advisory Committee.
- ♦ Sports Committee.
- ♦ Cultural Advisory Committee.
- ♦ Extra Curricular Activities Committee.
- ♦ SC/ST Students welfare Committee.
- ♦ Administrative Advisory Committee.
- ♦ Examination Cell.

5.3.7 How does the institution network and collaborate with the Alumni former Faculty of the institution. Any other relevant information regarding student support and progression Which the college would like to include.

Ans. The institution network and collaborates with Alumni through concerned Heads and college website. Former faculty members are invited on different Occasions to interact with staff and students.

Criterion VI :-

6.1 Institutional Vision And Leadership :

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristic in terms of Addressing the needs of the society the students it seeks to serve, institution's Traditions and value orientations, vision for the future etc. ?

Ans. Vision, mission and distinctive characteristics vision:- To make a centre of Excellence in higher education by imparting value based quality education To rural girls, to empower and make them economically independent and Socially committed to the task of building a strong nation.

Mission:- Empowering the rural girls by inculcating the core values of truth and right by ensuring quality in the teaching-learning process along with Co-curricular and extracurricular activities for their economic independent Social commitment and national development. The college emblem depicts its distinctive quality like:-

Education enhances enlightenment , enlightenment encompasses discipline and Disciplined attitude delivers quality service in the chosen field.

6.1.2 What is the role of top management, Principal and faculty in design and Implementation of its quality policy and plans ?

Ans. The trust board insists on quality in all aspect of college life as the founder Dedicated his life for the sustenance of quality. The college committee drew the quality policy in teaching, research and extension so faculty members With the guidance of the principal design quality plans. Teaching plans are Learners focused without sacrificing the curriculum contents. As well as Extension plans are society oriented. Implementation of quality plans is the Collective responsibility of the management faculty members, administrative Staff and students.

6.1.3 What is the involvement of the leadership in ensuring :-

- The policy statement and action plans for fulfillment of the stated mission.
- Formulation of action for all operations and incorporation of the same in To the institutional strategic plan.
- Interaction with stakeholders
- Proper support for policy and planning through need analysis research Inputs and consultations with the stakeholders.
- Reinforcing the culture of excellence.
- Champion organizational change.

Ans. **The involvement of the leadership roles.**

In the college the leadership covered with the principal and Head of the Departments the principal is at the helm of an events guiding all Heads inturn, Manage their departments. The leadership is formulating and executing the policy statements and action

Plans for the fulfillment of the stated mission.

The leadership is arranging for detailed discussion and validation of action plans For all operations and incorporation of the same into the institutional strategic plan. The leadership is to see to it that the culture of the institution is maintained.

The leadership is the role model while championing organizational change.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and Improvement from time to time ?

Ans. The policies and plans of the institution are monitored and evaluated by Different committees while it monitoring the grievance emanate . The Management resolve those grievances by evolving remedial action with Thesupport of the committee like:- college committee, Academic staff Council(adhyapak samity) IQAC committee, Admission committee, Library Advisory committee, examination cell, value education committee, NCC Advisory cell, NSS advisory committee, Sports advisory cell, career guidance Placement cell, magazine committee, grievance redressal committee SC/ST Students welfare committee Discipline committee, Alumni association and Hostel committee.

6.1.5 Give details of the academic leadership provided to the faculty by the top Management ?Ans. Academic leadership vests with the principal . The principal is getting support From the academic staff council, management, HOD and members of other Staff while leading.

6.1.6 How does the college groom leadership at various levels ?

Ans. The Principal(grooms) trains leadership qualities in HOD groom faculty Members. Faculty members groom students. Extension activities sports Events seminars workshops, conferences are develop team spirit and Leadership qualities in learners, student council responsible to give shape Those office bearers as a good leader.

6.1.7 How does the college delegate authority and provide operational autonom To the department/units of the institution and work towards decentralized Governance system ?

Ans. Decentralized governance system is a style in the institution. This will be Clear (evident) by the following table

Activities	Delegated to
Departments	Heads
Sports & games	Physical Directress
Hostel	Warden
Office	Office Head

The process of delegation does not stop with the person to whom the work has delegated. It means it will be continuous the HOD, in turn delegates assignments to other faculty members depending upon their capacity. Delegate's Responsibility is to continue monitoring of the delegators by honestly.

6.1.8 Does the college promote a culture of participative management ? If 'yes'
Indicate the levels of participative management.

Ans. The college practices participative management at all levels. It is a decision Making process which is given below.

Levels	Participants
Class committee	For learners
Grievance Redressal committee	For aggrieved (make worse)
Library advisory committee	For library users
Sports advisory committee	For players
NCC advisory committee	For NCC students
NSS advisory committee	For NSS volunteers
Hostel committee	For inmates of the Hostel
Core committee	For Heads
Examination advisory committee	For scholars

All the participants are not the members of the concerned committees, but those who want to refer matters or problems can do so through their representative in those committees.

6.2 Strategy Development And Deployment :-

6.2.1 Does the institution have a formally stated quality policy ? How is it Developed ,driven, deployed and reviewed ?

Ans. The quality policy of the institution is “quality sustenance in curriculum Delivery, teaching-learning process, Research promotion learner’s progress And managements”. The quality policy is developed by discussion and Deliberation among staves based on their past experiences. The quality Policy is the same, but its methodology always differ from time to time. The Principal , HOD, Lecturers and students join together to deploy the quality Policy. This policy is reviewed by all those who responsible for its development

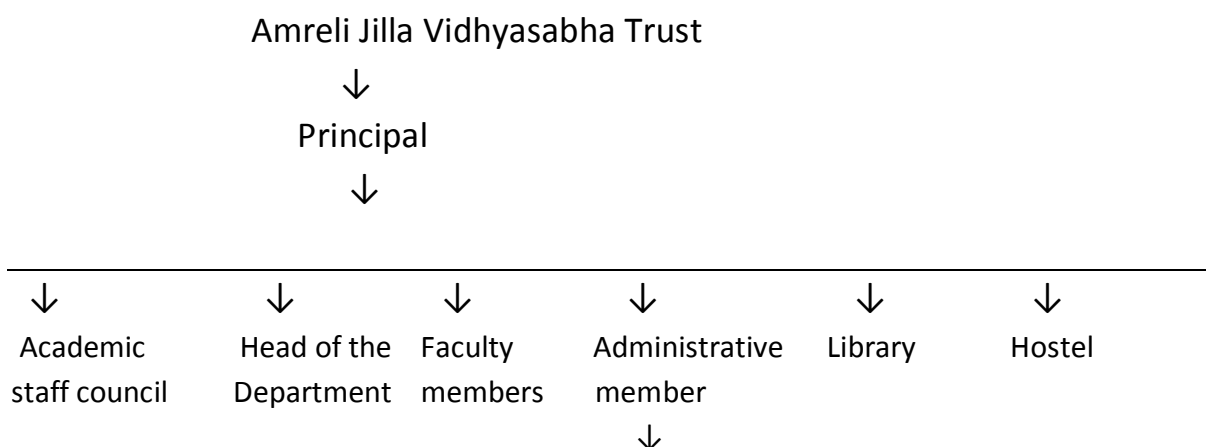
6.2.2 Does the institution have a perspective plan for development ? If so, give The aspect considered for inclusion in the plan.

Ans. The institution has a perspective plan for institutional development.

It is the outcome of interaction on such aspect like vision, Mission goal and Objectives, National priorities Regional requirement and learner'Performances which implement by our yearly plan- calendar .

6.2.3 Describe the internal organizational structure and decision making process.

Ans. The internal organizational structure of the college is as below



The power and function of the functionaries are as mentioned in the constitution of the trust The detail of the meeting held and the decision taken by these bodies, regarding finance, infrastructure, faculty recruitments research and extension Activities linkages and examinations are as unde In the year 2013-14 two new subjects were started in the first year B.A. core and elective 1& 2 English and Sociology.

6.2.4 Give broad description of the quality improvement strategies of the Institution for each of the following.

- Teaching & learning
- Research & Development
- Community engagement
- Human resource management
- Industry interaction

Ans. The institution makes a quality improvement qualities by following below Materials, tools etc.

Teaching and learning:-

The institution has quality conscious, so human resource and development Strategies are applied on lecturers. Student friendly attitude of teachers field for Qualitative learning.

Research and development.

Teachers are allow to participate seminars, workshops and conferences for Facilitates quality oriented research. As well as our institution proved sufficient Facilities like, special leave electronic equipment and rear books.

Community Engagement.

Community Oriented NSS activities convert community engagement with realistic

And qualitative one.

Human Resource Management

-----NIL-----

Industry Interaction

-----NIL-----

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contact etc.) is available for the top Management and the stakeholders, to review the activities of the institution.

Ans. When suggestions are given by committee meeting , which are informed to The management by principal.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes ?

Ans. Creating environment, motivating create contributes compensating Comparatively better and involving in the decision making process are the Constituent approach which adopted by the management to encourage and Support staff members to improve the effective and efficiency of institutional Efforts.

6.2.7 enumerate the resolutions made by the management council in the last Year and the status of implementation of such resolutions.

Ans. -----NONE-----

6.2.8 Does the affiliating university make a provision for according the status Of autonomy to an affiliated institution ? If yes, what are the efforts made By the institution in obtaining autonomy ?

Ans. -----NO-----

6.2.9 How does the institution ensure that grievances/complaints are promptly Attended to and resolved effectively ? Is there a mechanism to analyze the Nature of grievances for promoting better stakeholder relationship ?

Ans. Grievance redressal committee, Anti raging and discipline committee are The various bodies who analyzing the grievance and promote stakeholder Relationship.

6.2.10 During the last four years, had there been any instances of court cases field By any against the institute ? Provide details on the issues and decisions of The courts on these ?

Ans. -----NO-----

6.2.11 Does the institution have a mechanism for analyzing student feedback on Institutional performance ? If yes, what was the outcome and response of The institution to such an effort ?

Ans. It is a fast track mechanism in the sense that the principal and lecturers Directly involve themselves to attend student's feedback. Written feedback Is common about teachers, administrative staff members, physical director.

There is a suggestions box for all students.

6.3 Faculty Empowerment Strategies:-

6.3.1 What are the efforts made by the institution to enhance the professional Development of its teaching and non teaching staff ?

Ans. The institution is supporting the faculty members to attend and to organized

Semesters workshop and special trainings. It is the practice in the college to Organize faculty development programmes at periodical intervals. Some time None teaching members to attend the administrative workshop also.

6.3.2 What are the strategies adopted by the institution for faculty empowerment Through training retraining and motivating the employees for the roles and Responsibility they perform ?

Ans. Training strategies are deputing members to attend orientation and refresher Course, training programmes which organized by university through their Academic staff college. Different type of programmes are also organized With help of coordinators from the faculty. These type of assignments Empower them in all area of activities.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate And ensure that information on multiple activities is appropriately captured And considered for better appraisal.

Ans. The performance appraisal system which captures the following information

By concerning staff members like Time management communication clarity Curriculum coverage subject knowledge updation and total personality of a Teacher.

6.3.4 What is the outcome of the review of the performance appraisal reports By the management and the major decision taken ? How are the Communicated to the appropriate stakeholders ?

Ans. Performance appraisal reports convey both positive and negative features of Those involved in our institution. Positive signs are informed to the concern Teacher as a sort of motivation and Negative signs are informed to the Concerned in a good manner for correction.

6.3.5 What are the welfare schemes available for teaching and non teaching staff What percentage of staff have availed the benefit of such schemes in the Last four years ?

Ans. It is a grant in aid college, so under govt. norms and UGC guide line teaching And non teaching staff have availed the benefit of such schemes in the last Four years.

6.3.6 What are the measures taken by the institution for attracting and retaining Eminent faculty ?

Ans. Measures to attract and retain eminent faculty members by suitable campus Environment . Motivating through development strategies and empowering Through responsibility.

6.4 Financial Management And Resource Mobilization :-

6.4.1 What is the institutional mechanism to monitor effective and efficient use of Available financial resources ?

Ans. The office has a mechanism to monitor the receipt to make the dues Accumulation to a minimum. All receipts are allocated in such a way that the College has to make payments as per schedule. This process make happy to Staff, suppliers of books ,equipments and materials.

6.4.2 What are the institutional mechanisms for internal and external audit ?
When was the last audit done and what are the major audit objections ?
Provide the details on compliance.

Ans. The institutional accounts are subject to both internal and external audits. The internal audit is undertaken by the office staff under the direction of the Principal and management. A professional chartered Accountant is assigned with the task of external Audit. The Accounts for the financial year 2014-15 are audited. All the suggestions given by the Auditor are taken care of.

As a grant-in - aid institution it never faces financial deficit. The institution has deposit fund Rs.....in Bank account on dated 31st March,2016

6.4.3 What are the major sources of institutional receipt/funding and how is the Deficit managed ? Provide audited income and expenditure statement of Academic and administrative activities of the previous four years and the Reserve fund/corpus available with institutions, if any.

Ans.

6.4.4 Give details on the efforts made by the institution in securing additional Funding and the utilization of the same (if any).

Ans. The institution is enjoying 2F and 12B status. So last four years institution Received additional grant, merge grant , Catch up grant, Hostel Grant and Development grant, approximately Rs. Under 10th,11th,plan Programme by UGC.

6.5 Internal Quality Assurance System (IQAS) :-

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)?

If yes , what is the institutional policy with regard to quality assurance and

How has it contributed in institutionalizing the quality assurance processes?

Ans. -----No-----

6.5.2 Does the institution have an integrated frame work for Quality Assurance

Of the academic and administrative activities? If yes give details on its Operationalisation.

Ans -----No-----

6.5.3 Does the institution provide training to its staff for effective implementation

Of the Quality Assurance procedures ? If yes give detail enumerating its impact

Ans. Yes, The university intends to provide healthy incentive to good teachers

. So The Saurashtra University develop its own mechanism for identifying

sincere Teacher. IQAC has prepare a list of criteria to have an overall and

authentic Assessment of the teachers. It has organized many workshop,

conference And seminar with the collaboration of other department of our

college Teachers already participated.

6.5.4 Does the institution undertaken Academic audit or other external review of The academic provisions? If yes, how are the outcomes used to improve The institutional activities ?

Ans. Yes, AAA undertake the Academic Audit of the institution. According the

Suggestion and valuation of the team, the institutional activities improve

Day by day.

6.5.5 How are the internal quality assurance mechanisms aligned with the Requirements of the relevant external quality assurance agencies/Regulatory authorities ?

Ans. The institution is internally organizing programmes where in experts are Invited to interact with the teaching staff and non teaching staffs.

6.5.6 What institutional mechanism are in place to continuously review the Teaching learning process ? Give details of its structure, methodologies Of operation and outcome ?

Ans. Institutional mechanism to review the teaching-learning process students Feedback, class committee meeting, Heads views, parents views and alumni Experience periodical meets of the mentioned segment reveal the reality.

6.5.7 How does the institution communicate its quality assurance policies, Mechanisms and outcomes to the various internal and external stakeholder Any other relevant information regarding Governance Leadership and Management which the college would like to include.

Ans. Thinstitutional mechanism to communicate quality initiatives to stakeholders are given below

Stakeholder	
Management	College committee meeting reported by the principal
Learners	Students council and assembly
Teachers	Academic staff council meetings, department staff Meeting and various committee meetings.
Parents	Parents-Teacher Association meeting through interaction.
Alumnal	Alumnac meetings.

CRITERIA VII:- INNOVATION AND BEST PRACTICES

7.1 Environment Consciousness:

7.1.1 Does the institute conduct a Green Audit of its Campus and facilities ?

Ans. Yes, the institute head along with the staff members and the gardener Conducts a Green Audit of the whole campus once a month. The principal Looks after the new plantation their care being taken and maintenance. The Principal also instructs the gardener the new plantations.

7.1.2 What are the initiatives taken by the college to make the campus eco-Friendly ?

Ans. To make the campus eco-friendly the environment peaceful, cool and clean As well as helps us save money.

Energy Conservation.

The college has a hostel facility in the campus. We have installed Solar plants

On the terrace to utilize solar energy instead of electricity. The institute needs Minimum electricity as it has large windows in every class so that the sufficient

Light and air is provided . In addition we have inventors to save power and reduce our electricity bills.

Water Harvesting.

The institute has a huge 35,000 liters of water tank on the terrace which can Preserve the water directly during rainy season. We also take enough steps to recharge our deep wells. To utilize water in the best way. We have installed Underground drip pipes to water the plants in the campus which saves a lot of Water.

Plantation

Every three months we arrange a supervision of the garden and undertake new plants' plantation. During our annual festival we arrange a tree Plantation programme. There are nearlytrees andplants in the campus.

Hazardous waste management

We have underground safety tanks for the hazardous waste. It is opened and cleaned when it is required.

7.2 Innovations :-

7.2.1 Give details of innovations introduced during the last four years which have Created a positive impact on the functioning of the college.

Ans. During last four years the college really had to go through the test of time. Due to the decreasing students' strength of Arts in the Higher Secondary it Became difficult to find good strength for our college which didn't have 'English' as special subject.

We took great efforts and communicated and convinced Saurashtra University to grant us permission to introduce English and Economics as two new Special subjects with the self financed scheme. It brought fruitful results and the Strength of the students increased in college. This is the third consecutive year Since we introduced new subjects and got the favorable results as well as a great Response from the students. Truly this saved the college from the impending Decrease of strength.

7.3 Best practices

7.3.1 elaborate on any two best practices in the given format at page no.98, Which have contributed to the achievement of the institutional Objectives and/or contributed to the Quality improvement of the core Activities of the college.

Ans. **(1) Title of the practice.**

The 'National service Scheme' unit of the college

(2) Goal

The 'motto of N.S.S. , the National service is to serve the mankind. It Includes social services like spreading awareness for Health, Hygiene, Sanitation, Environment protection and cleanliness. Our college re affiliated to the N.S.S. programme after a long break Just to serve the society and the rural area around. In addition to sow good Values of service in our young students. Our institute wanted implement Its slogan truly, "**Not me but you**".

(3) Context

Due to the passive role of our previous N.S.S. office and the inability to Enroll minimum students we lost the N.S.S. centre from our college in the Year 1998. But then in the year 2012, we struggled hard, contacted the Authorities and brought the N.S.S. centre back in our college with a high Number of student enrollment. The same N.S.S. office was inspired and Motivated again to carry out her duties with co-operation of the college.

(4) The Practice:

In the year 2012 we contacted the Regional officer of N.S.S. Mr . Dobariya sir. We provided for all the required documents and request To re recognize our college for allotting the centre. We fulfilled all the Requirements and with the enrollment of 75 students. We started our own N.S.S. unit . we undertook an N.S.S. Camp every year. The girl students and the Professors participated whole heartedly till it was a huge success. The Activities carried out at the camps, and throughout the year.

- Blood Donation Camp
- Health Camp.
- Awareness programme
- Clean India Campaign
- Wall writing (slogans)

5. Photographs of different activities

6. Problems Encountered and Resources required.

Initially we had to convince the Regional Head for our college's re affiliation With N.S.S. . We made served calls sent applications and showed commitment And strong will to maintain the N.S.S. unit well.

The next & hazard for us to a lot the N.S.S. responsibilities to the proper Lecturer but when Ms. Sonalben Gajjar accepted the responsibilities willingly.

The third challenge was to enroll sufficient students. We inspired the Students so well that we got some really good students enrolled.

We organized a few camps, door to door campaigning in the villages schools nearby and made the fund available from college as well as sponsors.

(1) Dr. D. A. SEN, Principal

(Books)

- (a) Dinkar ke Kavya me Pragatishil chetana
Sarth Publication, Anand
ISBN No. 978-81-904075-7
- (b) Viplav Andolan me Bangal ki Bhumika
Sadhana Prakashan, Kanpur,
ISBN No. 978-93-83674-05-3
- (c) Hindi kahani Parampara
Saurashtra University, Rajkot

Articles :-

- (a) **Prashna Padkar Prabhag**
Smt. C.P. Choksi Arts & commerce college, veraval
S/No. 41 Page -102
Topic- Stree shiksha aur sashaktikaran
ISBN No. 978-63102-848-9
- (b) "Bhasha" Govt. Of India
Cenral Hindi Directorate
Topic:- Bahetar Duniya ke Liye Nari Ka Yogdan
March-April,2016

(2) Dr. G.V. VELIYAT (Associate Prtofessor)

Published Papers in Journals

Sr.	Title With Page No.	Journal	ISSN No.
01	Vigyan Aur Hindi Bhasa Pg. No. 22 to 45	HESMA Nov.2013 Vol.10	2319-8959
02	Sahity Aur Prasarmadhyam Pg. No. 140 to-141	Research Zone India Dec.2013 Vol. 2 issue 1	2319-8163
03	Samkalin Mahila Upanyas Lekhan Me Vyakta Vaivahik samsyaai Pg. No. 56 to 61	Shabda Sadhana Apr. 2014 Vo.1 issue 3	2347-94
04	‘Sanshya Ki Ek Rat’ Me Anadhunik Yugh Bodh Pg. No. 96 to 101	RESEARCH Review Nov.2014 Year 1 Issue 13 (1-B)	2321-4763
05	Hindi Sahitya Me Nari Ki Sthiti Pg. No. 30 to 33	Gyan Pipasa July-Aug.2015 Vol. 1 Issue 4	2395-1427

Books Published as Single Author

Sr.	Title With Page No.	Type Of Books & Authorship	Publish & ISBN
01	Dr.Narendra Kohli Ke Vyangya Sahitya ka Kathya Aur Shilp	Paperback self	Self 978-93-574-432-0
02	Dr. Narendra Kohli Ke Vyangya Sahitya Ka Kathya Aur Shilp	Paerback Self	Self 978-93-574-453-5

(3) Prof. V. P. Sorathiya (Associate Professor)

Published Papers in Journals

Sr.	Title with Pg. No.	Journal	ISSN No.	No. Of Author	Whether You are Main Author
01	“Ramayan Bhartiya sanskrutinu Mahakavya Pg. No. 75 to 78 Nov.2013	HESMA	2319-5959	One	Yes
02	Vedana Arthnu Sarthakya Rushukao Pg. No. 150 to 152 Dec. 2013	Research Zone India National Journal	2319-8186	One	Yes
03	Jal sampati sarakshan Pg. No. 161 to 163 Apr. 2014	Sabda Sadhana Referred Journal	2347-940 x	One	Yes
04	SundarKand Sunder Kyo Hai ? Pg. No. 79 to 83 Nov. 2014	Research Review International Journal	2321-4708	One	Yes
05	Ramayanma Yatharthvad ane Adarshvad Pg. No. 14 to 16 Jul-Aug. 2015	Gyan Pipasa National Journal	2395-1427	One	Yes

Books Published as Single Author

Sr.	Title with Pg. No.	Type Of book & Author	ISBN No.	No. Of Author	Whether You are Main Author
01	Sanskrit no Asvad (Sanskrit Sahitya Vishayak abhyas Lekho) Page 100 2014	Book	978-93-5174-538-9 Self	One	Yes
02	Nitishatakam sahsampadakh Pashvra Publication A'bad first edition 2015	Book	978-93-5108-434-1	04	Yes
03	Balkandam SahSampadakh Pashvra Publication A'bad first edition 2016	Book	978-93-5108-538-6	One	Yes
04	SundarKand Sunder Kyo Hai ? Pg. No. 79 to 83 Nov. 2014	Research Review International Journal	2321-4708	One	Yes
05	Ramayanma Yatharthvad ane Adarshvad Pg. No. 14 to 16 Jul-Aug. 2015	Gyan Pipasa National Journal	2395-1427	One	Yes

(4) Dr. R. M. Vyas (Associate Professor)

(a) Reg. E/1260/2-7-2010

ISSN No. 2278-4594

International Journal

Recent Thought (Vicharik Pravaho)

Paper -4 , Issue- 2 , Oct. 2015

Publisher :- Shikshzn Ran-Tarang

Editor, Dr. Rashmi Mehta

Co-Editor Dr. A. M. Chocha

(b) “ Prospect and challenges of Contemporary Education”

Sodh Papernu shirshak

“Vartman samayma Shikha:- Chinta Aur Chintan”

Page 180

Organized by Smt. C.P. Chokshi Arts And Commerce College, Veraval

(B) Paper And Presentation.:-

(1) ‘Kavyanand’ ISBN No. 978-1-62776-345-5

Title :- “Adam Tankaravini Dayspora Kavitama samajik Chetna” Pg. N. 59

Publisher Principal C.P. Chokshi Arts And Commerce college, Veraval

(3) Prashna Padkar Praman ISBN NO. 978-1-63101-63102-848-9

TiTitle Principal C.P. Chokshi Arts And Commerce college, Veraval

5. DR. B.R. CHUDASAMA (Associate Professor) (Vice Principal)

Referred Journals

Sr.	Title Of The Article	Author	Name Of the Journal With Page No. & ISBN No.	National/ International
01	Vaidik samaj	Self	"Recent Thought" ISSN No.2278-4594 Vol.1 (2) July-2012 Pg.101-104	Referred International
02	Vedo Me Shiksha	Self	"Recent Thought" ISSN No.2278-4594 Vol.3 (4) January -2013 Pg.83-85	Referred International
03	Vedo Ma Gay Nu Mahatya	Self	"Recent Thought" ISSN No.2278-4594 Vol.4 (1) March-2013 Pg.35-37	Referred International
04	Vedo Me Rashtria Bhavana	Self	"Recent Thought" ISSN No.2278-4594 Vol.1 (1) September-2013 Pg.45-47	Referred International
05	Vedkalin Rajya Ane Shasan	Self	"Recent Thought" ISSN No.2278-4594 Vol.6 (1) September-2013 Pg.139-140	Referred International
06	Sanskrit Bhasa Ka videsahi Vidvano par Prabhav	Self	'Gyan Pipasa' ISSN No. 2395-1427 Vol. 1 Issue 2, March-April 2015 Pg . 3-6	Referred International

Non Referred Journals With ISSN/ISBN

Sr.	Title Of The Article	Author	Name Of the Journal With Page No. & ISBN No.	National/ International
01	Sanskrit Prabandh Sahitya	Self	‘Sanskrit Sahitya Gujarat Darshan ISBN No. 978-81-87471-63-9 Year 2011 Pg. 285-296	National
02	Madha Kyay Nathi.....	Co-author	‘Sahitya Ane Samaj Ma Rajniti’ ISBN No. 978-81-910052-5-7 April 2011 Pg. 108-110	National
03	Adhunik Sanskrit Upanyas Sahitya	Self	‘Research Review’ The Academic Research Issue ISSN NO. 2232-4708 Vol 1 May-2013 Pg. 74-77	Inter National
04	Kalidas Ke Shiksha Sambandhi Vichar	Self	‘Research Review’ The Academic Research Issue ISSN NO. 2232-4708 Vol 6 Oct.-2013 Pg. 146-148	Inter National
05	‘Dev’ Shabda na Vividh Artho	Self	‘Research Review’ The Academic Research Issue ISSN NO. 2232-4708 Vol 7 Nov.-2013 Pg. 105-108	Inter National
06	SindhuKhin ni Sabhyata ni Prachinta	Self	‘Research Review’ The Academic Research Issue ISSN NO. 2232-4708 Vol 7 Dec.-2013 Pg. 87-89	Inter National
07	Pauranik Gyanyog Karmayog Bhktyog	Self	Research Review’ The Academic Research Issue ISSN NO. 2232-4708 Vol 7 Jan. -2014 Pg. 51-53	Inter National
08	Dvyashray Maha Kavya Ma Gujarat	Self	‘Kavyanad’ ISBN No. 978-162776-345-5 Year 2014 Pg. 10-35	National

SUBJECT BOOKS NATIONAL LEVEL PUBLISHED WITH ISBN NO.

SR.	TITLE OF THE BOOK	AUTHOR	NAME OF THE PUBLISHER MONTH & ISBN NO.
01	AACHARYA MERUTUNGSURI RACHIT PRABANDHACINTAMANI PART-1	SELF	SELF ISBN NO. 978-93-5128-505-4 YEAR 2013
02	PRABANDHACINTAMANI EK ADHYAN PART III	SELF	SELF- ISBN NO. 978-93-5126-503-0 YEAR 2013
03	SANSKRIT SAHITYA PAR AIITIHASIK DRUSHTI	SELF	SELF- ISBN NO. 978-93-5126-504-7 YEAR 2014
04	AAPNA RUSHIO	SELF	SELF- ISBN NO. 978-93-5126-502-3 YEAR 2014
05	MAHAVHARAT SABHAPARV	CO- AUTHOR	PARSHVA PUBLICATION ISBN NO.978-93-5108-432-7 YEAR 2015
06	RATNAVALI	CO- AUTHOR	PARHVA PUBLICATION ISBN NO. 978-93-5108-636-9 YEAR 2016
07	MANUSMIITI ADHYAY	CO- AUTHOR	PARSHVA PUBLICATION ISBN NO. 978-93-5108-639-0 YEAR 2016
08	KUMARSAMBHAV	CO AUTHOR	PARSHVA PUBLICATION ISBN NO. 978-93-5108-640-6 YEAR 2016

(4) Dr. M. J. Patoliya (Associate Professor)

Sr No.	Titile of the Paper	Name Of the Journal	Issue of the Journal	ISSN of the Journal	Page No.
01	Kautiliy Arthshastra nirupati 'dandniti' nu samikshatmak adhyayan	HESMA	November,2013	2319-5959	48
02	Ved Ma Vishvabandhutav Bhavana	Research Zone India	December, 2013	2319-8168	153
03	Jain Puranoma Ram tatha Krushnkatha Nu Nirupan	Shabda Sadhna	April, 2014	2347-940 X	126
04	Bharvina'Kiratarjuiyam' ma sanskrutik Chetna	Research Review	Novembwe,2014	2321-4708	47
05	Sanskrit Gitikavyantargat shumad Bhagvat Na Gito (Dasham Skandh Na Sandarbhma)	Gyam Pipasa	Jan-Febp2015	2395-1427	22
06	Bhartiy Darshan No Musrot:Upnishado	Vibhavan	Jan-Jun/2015	2348-8123	17

Published Books :-

Sr. No.	Title Of The Book	Publisher	Month And Year Of publication	ISBN, If any	Total Page
01	Vishnupuran (Ansh-1,2)	Self Publisher	12, 2014	978-93-5174-075-9	150
02	Ghakarparkavyam	Self Publisher	12, 2014	978-93-5174-076-69	50

Details Of Refresher/Orientation Course :-

Course:- Refresher/Orientation	Title of the Course	Name Of Academic Staff College	Duration
Orientation Course	Discourses &Discussions	ASC-Saurashtra University	May, 1999
Refresher Course	Forms Of Sanskrit Lit.	ASC-Saurashtravarst	March, 2001
Refresher Course	Forms &Lit. Of Sanskrit drama	ASC-Saurashtravarst	Dec. 2002
Refresher Course	Research Methdo in Languages	ASC – Saurashtravarst	February,2005

Representation in Various Committee :-

Name Of The Committee	Level	Position	Duration
Campus Development	College	Member	September, 2009
Alumni Association	College	Member	March, 2001
Udidha Club	College	Member	September, 2009
Saptadhara	College	Member	February, 2012

(5) Prof. Arunaben M. Patel (Associate Professor) :-

Sr No.	Tiitle of the Paper	Name Of the Journal	Issue of the Journal	ISSN of the Journal	Page No.
01	Manavtani Misal Saint Tukaram	Sabda Sadhana	July, 2014	2347-940 X	19 to 21
02	Saint Tiruvallur ek Vimarsh	Education Bridge	July-Aug. 2014	2348-1692	37
03	'Adhe Pahore Rahevu Anandma ' Bramhanad Gangasatini vani	Research Review	November, 2014	2321-4708	53
04	Gujarati Sahityama Hasya	Sabda sadhana	March, 2015	2347-40 X	31 to 33
05	Gujaratna Likgito- Ek Drastipat	Gyan Pipasa	July-August, 2015	2395-1427	19

(6) Prof Jayshreeben V. Makwana (Assocait Professor) :-

Sr. No.	Journal Name	ISSN No	Paper Name	Year	Page No.
01	Research journal Of Arts management & Social sciences	0975-4083	Stress And its Management through Yoga	March, 2011 Vol. IV	392 to 394
02	Research journal Of Arts Management & Social Science	0975-4083	Carbohydrates the Main fuel for the athletes	March, 2012 Vol. VI	503 to 504
03	Ramat-Jagat	2250-1428	Ayurved ane Vyaam	March, 2012	25 to 27
04	Research Zone	2319-8168	Important of attention and interest in physical education and sport	December,2013 Vol. 2	30 to 40
05	Research Zone India	2319-8168	Asano Dwara Arogyaprapti	September,2014 Vol. 02	113 to 115
06	Research Review	2321-4708	Fitness as part of your health active lifestyle	July, 2014 Issue 15	58 to 60
07	Padkar Praman prashna	ISBN NO. 978-1-63102-848-9	Sharirik shikshan ane Ramatoma Mansik swasthaynu mahatva	2015 first edition	72 to 74
08	Human right in Modern perspective	ISBN NO. 978-81-928273-2-2	Mahila kheladina manav adhikaro	September, 2015, Vol. 3	208 to 211
09	The referred international journal recent thought vaicharik pravaho	ISSN No. 2278-4594	Paryavaran pradusan ane swasthayay	October, 2015 Vol. 2	171 to 173

Books Published :-

Sr. No.	Title Of The Book	Publisher	Month And Year Of publication	ISBN, If any	Total Page
01	Khel Ane Kheladi Kho-Kho	Kartik Prakashak, Amreli	2014 First edition	978-93-5174-811-3	115

(7) Prof Sonalben G. Gaijar (Assistant Professor):-

Published Papers in Journals

Sr.	Title with Pg. No.	Journal	ISSN No.	Whether You are Main Author	Page No.
01	Kavyama Manovigyan	HESMA, Nov.2013	2319-5959	Yes	78 to 80
02	Stress	Research Zone India Dec. 2013	2319-8168	Yes	165 to 166
03	Bharatma thata Pradusano	SabdaSadhana Refereed Journal Apr.2014	2347-940 X	Yes	164 To 166
04	Lagnama Samayojan	Research Reviewed International Journal Nov.2014	2321-4708	Yes	36 to 38
05	Samayojan :- Vividh kshetroma	Gyan Pipasa National Journal	2395-1427	Yes	17 to 19

Books Published :-

Sr. No.	Title Of The Book	Publisher	Month And Year Of publication	ISBN, If any	Total Page
01	Samayojan :- ek Manovaigyanik prakiya		2014 first edition	978-93-5174- 502-0	100
02	Sansodhan samput	M.M. sahitya Prakashan Anand	2014 first edition	978-81-92499- 109	146