The Annual Quality Assurance Report (AQAR) of the IQAC
33(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2017 to May 31, 2018)*

Part – A

Data of the Institution
(data may be captured from IIQA)

1. Name of the Institution   Smt. L. and C. Mehta Arts College

- Name of the Head of the institution :   Dr. Sanjay Vakil

- Designation: Principal In Charge

- Does the institution function from own campus: Yes

Phone no./Alternate phone no.:   079-25504384

Mobile no.:   9824019103

- Registered e-mail: lacmac.gls@gmail.com

- Alternate e-mail :

- Address   :   Opp. Dinbai Tower, Lal Darwaja

- City/Town   :   Ahmedabad

- State/UT   :   Gujarat

- Pin Code   :   380001

2. Institutional status:
- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women: Co-education

- Location : Rural/Semi-urban/Urban: Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
  (please specify) Grant-in aid

- Name of the Affiliating University: Gujarat University
- Name of the IQAC Co-ordinator :   Dr K. T.
  Purani
- Phone no. :   079- 5504384

  Alternate phone no.

- Mobile: 9427525180

- IQAC e-mail address: lacmac.gls@gmail.com

- Alternate Email address:
        kshipranamit@yahoo.com

3. Website address: www.lcmehtaartscollege.org
        Web-link of the AQAR: (Previous Academic Year):
https://www.lcmehtaartscollege.org/wp-content/uploads/2021/06/AQAR-2017-2018.pdf

 4. Whether Academic Calendar prepared during the year? Yes

Yes/No....., if yes, whether it is uploaded in the Institutional website: No

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B +	76.70	2007	from:2007 to: 2012
2nd	B	2.12	2015	from:2015 to: 2020
3rd				from: to:
4th				from: to:
5th				from: to:

6. Date of Establishment of IQAC:DD/MM/YYYY: 15-07-2007

7**.** Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
-	-	-

> *Note: Some Quality Assurance initiatives of the institution are:*
>   *(Indicative list)*
> - *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
> - *Academic Administrative Audit (AAA) conducted and its follow up action*
> - *Participation in NIRF*
> - *ISO Certification*
> - *NBA etc.*
> - *Any other Quality Audit*

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL
NIL	NIL	NIL	NIL	NIL

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

      *upload latest notification of formation of IQAC   -

10. No. of IQAC meetings held during the year: 4

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….
Yes/No   No
  (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   Yes   No   √

      If yes, mention the amount: -   Year: -

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- Assist incoming students during online admission process
- Continuous evaluation and feedback system through assignments to be given on completion   of each unit
- Inculcate a sense of social responsibility among students through donation drives

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- Follow the theme of Cleanliness and Sanitation in conducting extension activities

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
• Assist incoming students during online admission process to increase student strength for the academic year 2018-19	Number of students increased
• Continuous evaluation and feedback system through assignments to be given on completion of each unit	Assignments and feedback given on completion of each unit
• Inculcate a sense of social responsibility among students through donation drives	Blankets distributed to the homeless in the city during winter.
• Follow the theme of Cleanliness and Sanitation in conducting extension activities	NSS Unit carried out cleanliness drive and different activities to create awareness on cleanliness and sanitization.

14. Whether the AQAR was placed before statutory body?   Yes /No: √

   Name of the Statutory body: -   Date of meeting(s):   -

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
   Yes/No: No   Date: -

16. Whether institutional data submitted to AISHE: Yes/No: Yes

         Year: 2019   Date of Submission: February, 2019

17. Does the Institution have Management Information System?
Yes √   **No**

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

- ➢ Admission: Admissions for the first year students are held online where the students are required to fill up the admission form and express their choice of the subject and college online. Once they are shortlisted for admission they can pay a fee online to reserve their seat and then report to the college.
- ➢ Website: The college has a website detailing all the necessary information about the college which is updated periodically.
- ➢ Results: The Administrative staff prepares result using a software specifically designed to meet the requirements.
- ➢ Library: The college library uses SOUL software to organize and access books.
- ➢ Accounts: All accounts are maintained using Tally ERP 9
- ➢ Salary slips, Salary Deductions, Form 16, GPF etc. are maintained and shared with the staff.

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college follows syllabus prescribed by the Gujarat University which is reviewed and updated by the Board of Studies in different subjects every three years. Many of our faculty members are members of Board of Studies in their respective subjects and are instrumental in conceptualizing and finalizing the syllabi. They take into consideration feedback received from students as well as other faculty members while giving their inputs during syllabus formulation.

The prescribed syllabus is implemented effectively to ensure timely completion of curriculum. Different methods such as use of power point presentations, audio-visual aids, field experiences, projects and assignments, guest lectures etc. are employed to ensure effective delivery of the syllabi. The college also offers Soft skill and Foundation courses to the First Year students to impart value education.

Each department holds a meeting in the beginning of the academic year where the Head of the Department allocates subjects to be taught during the academic year in consultation with the departmental colleagues. Each faculty member prepares a Teaching Plan outlining the time frame for syllabus delivery and methods to be employed as well as project work/assignment to be given for continuous evaluation and feedback to the students. The Teaching Plan is reviewed and approved by the Head of the Department.

Different committees prepare their schedule for co-curricular activities in the beginning of the academic year in consultation with the Principal. Once approved by the Principal, these activities are reflected in the academic calendar of the college.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NIL				

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NIL	-	-	-

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
	B.A.	-	15-06-2011	B.A.	-
Already adopted (mention the year)					

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Courses
No of Students	-	-

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year		
Value added courses	Date of introduction	Number of students enrolled
History of Ahmedabad	15-06-2018	243
Bhartiya Sabhyata	15-06-2018	243
Personality Development	15-06-2018	243
Environment	15-06-2018	243

1.3.2 Field Projects / Internships under taken during the year	
Project/Programme Title	No. of students enrolled for Field Projects / Internships
NIL	-

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	No	No

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

The institute obtains feedback on the syllabus, physical infrastructure, teaching-learning-evaluation process, co-curricular activities etc. from different stake holders especially students and teachers. The institute follows the syllabus prescribed by the Gujarat University as it is an affiliated institute. However, many of our senior faculty members are on the Board of Studies of their respective subjects. Teachers discuss and analyse the syllabus during departmental meetings and subject allocation and give feedback on the time framework, curriculum effectiveness and delivery etc. The faculty members who are members of the Board of Studies in their respective subjects pass on this feedback when the Board of Studies meets and the feedback given is taken into consideration while formulating the syllabus.

Feedback given by the students on different parameters is analysed and discussed during staff meetings. The faculty members analyse and evaluate the responses given by the students. Necessary changes and improvements are made based on the feedback received from the students. In the current year, improvements were made in the washrooms for students based on their feedback. Some co-curricular activities were also planned based on the feedback.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year-
Online admissions are carried out by Gujarat University through a centralized process.

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A.	-	-	243

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG

					courses
2018-19	504	NA	14	NA	6

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
16	16	5	0	0	3

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Faculty members of the college provide guidance and counselling to all the students right from the initial stage. At the time of admissions they are counselled about their subject choices based on their interests and career goals. Outstation students are given guidance on obtaining hostel accommodation. The college has a good number of blind students who need special attention and facilities. The college takes special care and consideration in implementing academic as well as cocurricular programmes to meet the needs of blind students. All students are provided necessary support for academic activities. Students participating in sports, cultural activities, NSS and other curricular activities are given additional support.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
504	14	1:36

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
0	**0**	**0**	**0**	**0**

2.4.2 Honours and recognitions received by teachers
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Sanjay Vakil	Principal In charge	Excellence in Education

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2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Progra mme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A.	-	1,3,5	30-11-2018	-

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college uses assignments, presentations and multiple choice questions tests to carry out Continuous Internal Evaluation throughout the year. For CIE evaluation is carried out on completion of each unit. Students are given feedback on their performance during CIE. Students' performance is discussed and necessary suggestions are made in order to enable the students to improve their performance. Students whose performance is weak are given special guidance on methods to improve their performance.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college is affiliated to the Gujarat University. As such the college is mandated to adhere to the Academic Calendar provided by the University. However, the college prepares and implements its own Academic Calendar within the framework given by the University. The University Academic Calendar contains the broad framework of the academic year including the admission time frame, total number of academic days to be completed, internal as well as university examination schedule, semester start and end dates, vacations etc. Academic Calendar of the college contains the time frame and schedule for conducting academic and co curricular activities. While preparing the Academic Calendar the college takes inputs from all departments to ensure adequate representation of all departments as well as different sports, cultural, extension and academic activities. The Academic Calendar is formed in such a way that it avails all students equal opportunity to participate in activities of their interest.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes
for all programs offered by the institution are stated and displayed in website of the institution
(to provide the weblink)

2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
-	B.A.	96	69	71.87

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	0	0	0	0

Minor Projects	0	0	0	0
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects *(other than compulsory by the College)*	-	-	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
-	-	-

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
-	-	-	-	**-**

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
NA	-	-

Name of the Start-up	Nature of Start-up	Date of commencement
NA	-	-

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
-	-	-

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*

Name of the Department	No. of Ph. Ds Awarded
NA	NA

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	-	-	**-**
International	-	-	-

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
English	1

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
-	-	-	-	-	-	-

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	-	4	2	5
Presented papers	2	2	-	-
Resource Persons	-	-	1	-

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities
Yoga Shibir	NSS	15	100
Cleanliness Week	NSS	2	30
Wall paper Activity	NSS	2	21
Visit to "Apang Manav Mandal"	NSS	5	20
One Week NSS Camp	NSS	3	25
Blanket Distribution for Homeless	NSS	4	22
Fund Collection	NSS	2	17

for Martyrs			

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
	-	-	-

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
Youth Welfare	Gujarat University	Marine Camp	-	1
Youth Welfare	Gujarat University	Mountaineering Camp	-	1
Inter-college Competition	C.U. Shah Commerce College	Essay Writing	-	1
Quiz	Karnavati University	Quiz	1	20
Lecture Series	SLU Arts College for Girls	Vidya Vistar Vyakhyan Mala	1	5

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
-	-	-	-

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant
-	-	-	-	-

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
-	-	-	-

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

	11,71,831	

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	4196.59 sq. meters	-
Class rooms	10	2
Laboratories	1	-
Seminar Halls	1	-
Classrooms with LCD facilities	-	-
Classrooms with Wi-Fi/ LAN	-	-
Seminar halls with ICT facilities	14196.59 sq. meters	-
Video Centre	-	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-
Others	-	-

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partial	2.0	2007

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5033	-	-	-	-	-
Reference Books	13,000	-	-	-	-	-
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Library automation	-	-	-	-	-	-
Weeding (Hard & Soft)	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.3 IT Infrastructure								

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	4	-	2	-	-	4	-	100MBPS + 100MBPS	-
Added	-	-	-	-	-	-	-	-	-
Total	4	-	2	-	-	4	-	-	-

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
-	-

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
Dr. K. T. Purani	B.A. Sem 1 to 6	www.englishgueta.in	2018

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
-	-	-	11,71,831

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)* (information to be available in institutional Website, provide link)

- The college informs the management of its requirements regarding obtaining and maintaining the facilities. Management, in turn, sanctions and assigns the work to professional agencies.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	NAMO Tablet Distribution	111	-

Financial support from other sources			
a) National	Umbrella Scheme for Education of SC	79	-
	Ministry of Tribal Affairs Scholarship	10	-
	Post-Metric Scholarship for SEBC/EBC/Minority/NTDNT	25	-
	Post-Metric Scholarship for Students with Disabilities	61	-
	Help the Blind Foundation, Chennai	26	260000
b) International	-	-	-

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Soft Skill	June 2018	243	Gujarat University

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
-	-	-	-	-	-

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. Of grievances redressed	Average number of days for grievance redressal
5	5	4

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
-	-	-	-	-	-

5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	-	-
SLET	1	18643
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Sports	Intra college	54
Teacher's Day	Intra college	18
Elocution	Intra college	8
Cultural	Intra college	25

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2019	First place	University	Soft Tennis			Rohan Gagdekar
2019	First place	University		Essay Writing		Sonal Patel

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college follows merit based selection system to form a Student Council every year. Class representatives from each semester are selected based on their performance in the previous year's evaluation to form a Student Council. The Student Council in turn meets to elect a General Representative, Ladies' Representative, Sports Secretary, Cultural Secretary, Academic Representative etc. Normally senior year students are elected as General Representative and Ladies' Representative. The student Council plays an active role in planning and execution of academic and co curricular activities of the college. Their inputs

are solicited and incorporated in overall functioning of the college. In addition to this, they also represent any concern or issue that the students might have. The college tries to address students' concerns and issues in collaboration with the Student Council. The Student Council representatives are felicitated on the Annual Day. The Student Council representatives of colleges affiliated to the university also have an important role to play in electing student members in the University Senate.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

No

5.3.2 No. of ~~registered~~ enrolled Alumni:

-

5.3.3 Alumni contribution during the year (in Rupees) **:**

-

5.3.4 Meetings/activities organized by Alumni Association **:**

-

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Nil

6.1.2 Does the institution have a Management Information System (MIS)?
 Yes/No/Partial:

Partial

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each)**:**

- ❖ Curriculum Development:
    - Faculty members who are on the Board of Studies of their respective subjects and Academic Council participate in formulation and restructuring of the curriculum.
    - Each department contributes to preparation of the Academic Calendar in the beginning of the year.
- ❖ Teaching and Learning:
    - ICT enabled teaching method is practised by the faculty members.
    - Participative teaching-learning is practised through methods like group discussions, classroom presentations, use of audio-visual aids etc.
- ❖ Examination and Evaluation:
    - College carries out semester end internal examination.
    - Continuous evaluation is conducted through assignments, projects, presentations, class tests etc.
    - Students are given feedback on their performance and given suggestions on how to improve their performance at the end of each evaluation.
- ❖ Research and Development:
    - The college encourages faculty members to participate and present papers in state level,

	national and international seminars, workshops and conferences.
	• The college organises seminars and conferences on different subjects periodically.
	• Two of the faculty members were granted guideship in the current year.

❖   Library, ICT and Physical Infrastructure / Instrumentation:
- The college library uses SOUL software.
- The college campus is NAMO wi-fi enabled.
- The college also has a separate BSNL internet connection.
- The college administration is fully computerised.

❖   Human Resource Management:
- In the face of government's non recruitment policy, the management has hired an accountant and a librarian whose salaries are paid by the management.
- The college has a robust GLS Employees' Co-operative Credit and Supply Society which provides quick and easy loans to the employees for purposes like Housing, Vehicle purchase, Children's education, social occasions etc. In addition the society also has various welfare schemes for the employees.
- The college employees are provided group insurance cover.

❖   Industry Interaction / Collaboration:
- Students are taken on field trips to provide them exposure on career opportunities.
- Industries are invited to the college to inform the students about skill sets required for different career opportunities.

❖   Admission of Students:
- Centralised online admission system of Gujarat University is followed by the college.

6.2.2 : Implementation of e-governance in areas of operations:

❖   Planning and Development

❖   Administration: Administration is fully computerised.

❖   Finance and Accounts: Tally Version- ERP 9 is used for maintaining accounts.

❖   Student Admission and Support: Centralised online admission system of Gujarat University is followed by the college.

❖   Examination: Examination result is declared online

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
-	-	-	-	-

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching

				staff)
-	`-	-	-	-

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Refresher Course	**1**	9/7 to 29/7/2018

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary

6.3.5 Welfare schemes for

Teaching	Co-operative Credit and Supply Society
Non teaching	Co-operative Credit and Supply Society Class IV employees are given uniform and washing allowance.
Students	Scholarship for Blind Students in collaboration with Help the Blind Foundation, Chennai

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

* Financial audit is conducted at the end of every financial year by an external professional agency.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
-	**-**	**-**

6.4.2 Total corpus fund generated

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	KCG	No	-
Administrative	Yes	KCG	No	-

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

-

6.5.3 Development programmes for support staff (at least three)

-

6.5.4 Post Accreditation initiative(s) (mention at least three)
- Special efforts for enabling blind students
- Renovation of Student washrooms

6.5.5

a. Submission of Data for AISHE portal   : Yes
b. Participation in NIRF   : No
c. ISO Certification   : No
d. NBA or any other quality audit   : No

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2018	Student support for online admission	June 2018	June 2018 to July 2018	70
2018	Yoga Shibir	June 2018	21/6/2018	100
2018	Cleanliness Drive	August 2018	1/8/2018 to 15/8/2018	51
2019	Blanket Distribution to homeless	February 2019	25/1/2019 to 5/2/2019	22

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period **(from-to)**	Participants	
		Female	Male
Awareness Programme on Gender Equity	21/09/2018	46	28
Programme on Menstrual Hygiene	21/01/2019	72	-

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift		`
Ramp/ Rails		
Braille Software/facilities		
Rest Rooms		
Scribes for examination	Yes	12
Special skill development for differently abled students		
Any other similar facility	Audio Recording of Study Material	33

7.1.4 Inclusion and Situatedness						
Enlist most important initiatives taken to address locational advantages and disadvantages during the year						
Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2019	1	1	25/01/2019 TO 5/02/2019	Blanket Distribution to Homeless	Homelessness around the College	4 Teachers and 22 Students

7.1.5 Human Values and Professional Ethics		
Code of conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (maximum 100 words each)

7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-------to-------)	Number of participants
Yoga Shibir	21-06-2018	100
Cleanliness Drive	01-08-2018 to 15-08-2018	51
Visit to Apang Manav Mandal	28-08-2018	20
NSS Camp	01-01-2019 to 07-01-2019	22
Blanket Distribution	25-01-2019 to 05-02-2019	22
Donation Drive	18-02-2019 to 19-02-2019	13

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

7.2 Best Practices

- **Ensuring Inclusiveness for Blind Students in Higher Education:**

  The college strives to encourage enrolment of blind students by helping them right from the admission process stage. Blind students are offered support services like helping them obtain hostel facilities in the city, arranging recorded lectures, providing them writers for their exams, arranging additional scholarships for them etc.

- **Extension Activities:**

  The college has an NSS unit that carries out various extension activities throughout the year. As this

was a year of Assembly elections, the NSS Unit chose to work this year with "Voter Awareness" as its central theme. Various activities ranging from voter awareness campaigns, expert lectures, wall paper activities to assisting voters in preparing Voter ID cards were carried out to encourage maximum voter participation.
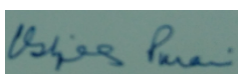
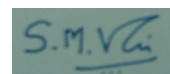| |
|---|
| **7.3 Institutional Distinctiveness** |
| Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words |
| The institute works with the aim of ensuring inclusiveness in higher education for visually challenged students. For this purpose the college takes different measures right from the onset of the admission process. Blind students are encouraged to enrol in the college. At the time of admission the faculty and administrative staff provide special assistance in the form of guidance, counselling and hand holding. They are assisted in completing the centralised online admission process, making subject choices, arranging hostel facilities etc. Besides the college also helps facilitate a special scholarship given to blind students by Help the Blind Foundation – a Chennai based NGO in addition to scholarships offered by the government. In 2018-19 the college had a total of 33 blind students in different semesters of B.A. programme. The college extends special support to these students in their academics by arranging recorded lectures, providing them with writers during their college and university exams. |

8. **Future Plans of action for next academic year (500 words)**

- The college will continue the measures taken to encourage enrolment of blind students.

- NSS Unit of the college will organise visits to different organisations that work towards social causes to sensitize the students and to inculcate a sense of responsibility towards the community.

- The college will organize a blood donation camp to create an opportunity for the students to contribute to the society in collaboration with the Red Cross Society of India.

- College will conduct different co-curricular activities to help all round development of students.

Dr KshipraPurani

Co-ordinator, IQAC

Dr Sanjay M. Vakil

Chairperson, IQAC

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