The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent (UG) Colleges)
(With effect from academic year2020-21)
Part –A

Data of the Institution

1. Name of the Institution : Smt. Laxmiben & Shri Chimanlal Mehta Arts College

- Name of the Head of the institution: Dr. Pankaj Shrimali

- Designation: Administrative In charge

- Does the institution function from own campus: Yes

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

- Mobile no.: 9898198133

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

- Alternate e-mail: - pankajshrimali13@gmail.com

- Address   :Opp, Dinbai Tower, Lal Darwaja

- City/Town   : Ahmedabad

- State/UT   : Gujarat

- PinCode   : 380001

2. Institutional status:
- Affiliated/Constituent: Affiliated
- Type of Institution: Co-education
- Location: Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)
- Name of the Affiliating University: Gujarat University
- Name of the IQAC Coordinator: Ms. Huma Nizami

- Phone no. : 9427554435
- Alternate phone no.: 079-25504384
- Mobile: 9427554435
- IQAC e-mail address: lacmac.gls@gmail.com
- Alternate e-mail address: huma_nizami@hotmail.com

3. Website address:

Web-linkofthe AQAR: (Previous AcademicYear):
https://www.lcmehtaartscollege.org/wp-content/uploads/2021/07/AQAR-2019-2020.pdf

4. Whether Academic Calendar prepared during the year? Yes

If, yes, whether it is uploaded in the Institutional website:

Weblink :

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	-	-	-	- to:
4th	-	-	-	- to:
5th	-	-	-	- to:

5. Date of Establishment of IQAC: 15/07/2007

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

UGC/CSIR/DST/DBT/ICMR/TEQIP/WorldBank/CPEofUGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Yearofawardwith duration	Amount
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

7. Whether composition of IQAC as per latest NAAC guidelines: Yes

*upload latest notification of formation of IQAC

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

Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? No
(If No,please upload the minutes of the meeting(s) and Action Taken Report. (See Annexure 1)

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

      If yes, mention the amount: N/A   Year: N/A

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

- Use of MS Teams for conducting online classes
- Setting up a Communication Network through WhatsApp
- Online submissions of Assignments through MS Teams and Google Forms
- Online presentations through Zoom
- Webinar on Constitution, Election and Youth

11. 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
• Impart Online Education during Pandemic	• Online classes were conducted through MS Teams • Faculty members attended training conducted by Education Department, Government of Gujarat on Imparting Online Education • Log in IDs were created and shared with all the students and faculty • Each department instructed and guided their students on how to attend online classes
• Carry out Online Continuous Evaluation	• Online Tests, Presentations and Assignments were administered through platforms like MS Teams, Google Form and Zoom
• Organize a Webinar on Promoting Democratic Values among Youth	• A Webinar was organized on Constitution, Election and Youth on April 03, 2021

12. Whether the AQAR was placed before statutory body?   No

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

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

     Year: Date of Submission:

     Note: AISHE did not gather institutional data due to pandemic.

Extended Profile of the Institution

1. Programme:

1.1 Number of courses offered by the Institution across all programs during the year

Year	2020-21
Number	07

2. Student:

2.1 Number of students during the year.

Year	2020-21
Number	545

2.2 Number of seats earmarked for reserved category as per GOI/State Govt. rule during the year

Year	2020-21
Number	268

2.3 Number of outgoing/final year students during the year

Year	2020-21
Number	172

3. Academic:

3.1 Number of full time teachers during the year

Year	2020-21
Number	16

3.2 Number of Sanctioned posts during the year

Year	2020-21
Number	0

4. Institution:

4.1 Total number of Classrooms and Seminar halls: 12

4.2 Total expenditure excluding salary during the year (INR in lakhs)

Year	2020-21
Expenditure	32.93

4.3 Total number of computers on campus for academic purposes: 04

PART B

Criterion 1 – Curricular Aspects

Key Indicator – 1.1 Curricular Planning and Implementation

Metric No.	
1.1.1. **Q$_l$M**	*The Institution ensures effective curriculum delivery through a well planned and documented process* Write description of initiatives in not more than 200 words The college follows the curriculum and academic calendar prescribed by Gujarat University. Many of the faculty members are on the Board of Studies, Gujarat University as members as well as chair persons in their respective subjects and contribute in designing and revising the syllabus. The college executes the prescribed syllabus effectively by employing various teaching methods. College also prepares an academic calendar in collaboration with all the departments in the beginning of the year. IQAC ensures smooth and effective execution of the activities scheduled by each department. This year due to the pandemic the college made extensive use of technology to ensure effective curriculum delivery. Each department formed a 'WhatsApp' Group for their students to be able to communicate smoothly with the students and to disseminate information to each and every student. Classes were conducted on Zoom initially for a month. Thereafter the college shifted to MS Teams for better functioning of lectures and academic activities. The college created user ID and password for each and every student and faculty members. Every department ensured delivery of these to the students. Students were instructed and guided individually on how to use MS Teams and its various functions. Faculty members attended training programme organized by the Education Department, Government of Gujarat on the use of MS Teams. **File Description** • Upload relevant supporting document • Link for Additional information
1.1.2. **Q$_l$M**	*The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)* Write description in maximum of 200 words The college follows the academic calendar formed by Gujarat University. Duration of academic terms and time frame for conducting internal evaluation are given by the university. Annual exams are conducted by the university. The college conducts continuous evaluation through methods such as assignments, presentations, class tests etc. However, in the current academic year these activities were conducted online on MS Teams as the college was imparting online education. However, students belonging to remote areas with inadequate access to internet were given the option of sending in their assignments and tests by post.

	The college also formulates its own Academic Calendar outlining the academic and co-curricular activities to be conducted through the year in the beginning of the academic year. However necessary adjustments can be made through the year if needed. **File Description** • Upload relevant supporting document • Link for Additional information
1.1.3. **Q$_n$M**	*Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year* <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>14</td></tr></table> 1. Academic council/BoS of Affiliating University 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University **Options** 1. All of the above √ 2. Any 3 of the above 3. Any 2 of the above 4. Any 1 of the above 5. None of the above
	Data requirement: (As per Data Template) • *Number of teachers participated* • *Name of the body in which full time teacher participated* • *Total number of teachers* *Documents: Upload the scanned copies of the letters issued by the affiliating university / institutions w.r.t the activity in which the teachers are involved.* *File Description:* • *Details of participation of teachers in various bodies/activities provided asa response to the metric* • *Any additional information*

Key Indicator- 1.2 Academic Flexibility

Metric No.	
1.2.1. **Q$_n$M**	*Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented* 1.2.1.1. Number of Programmes in which CBCS/ Elective course system implemented. <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>08</td></tr></table> Data Requirement: (As per Data Template) - Name of all Programmes adopting CBCS - Name of all Programmes adopting elective course system B.A. English B.A. Hindi B.A. Economics B.A. Psychology B.A. Sociology B.A. History - Elective subjects offered: Gujarati, Sanskrit **File Description (Upload)** - Any additional information - Minutes of relevant Academic Council/ BOS meetings - Institutional data in prescribed format (Data Template)
1.2.2. **QnM**	*Number of Add on /Certificate programs offered during the year* *1.2.2.1: How many Add on /Certificate programs are added during the year.* *Data requirement for year: (As per Data Template)* *The template is combined with 1.2.3* <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>00</td></tr></table> *Names of the Add on /Certificate programs with 30 or more contact hours* *No. of times offered during the same year* *Total no. of students completing the course in the year* *File Description (Upload)* *Any additional information* *Brochure or any other document relating to Add on /Certificate programs* *List of Add on /Certificate programs (Data Template)*

1.2.3 **QₙM**	*Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year* 1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs during the year <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>00</td></tr></table> Data Requirement: (As per Data Template) • Total number of students enrolled in certificate / Add –on programs • Total number of students across all the programs **File Description(Upload)** • Any additional information • Details of the students enrolled in Subjects related to certificate/Add-on programs

Key Indicator- 1.3 Curriculum Enrichment

Metric No.	
1.3.1. **QₗM**	*Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum* Upload a description in maximum of 200 words. ➢ The college teaches soft skill and foundation courses on Environment, Personality Development, Indian Civilization and History of Ahmedabad to the first year students. ➢ The NSS unit of the college conducts various outreach activities like tree plantation, cleanliness drive, blood donation, awareness lectures etc. the college also organizes an annual camp in a village in the outskirts of the city wherein students get an opportunity to interact with the local community and conduct activities like literacy campaign, awareness drives, blood donation as well as cultural activities. ➢ The college also has the CWDC unit that functions with the objective of creating gender awareness and imparting training on women's safety, legal rights of women, self- awareness etc. ➢ However, this year because of COVID 19 the college was not able to conduct these activities. **File Description (Upload)** • Any additional information • Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.

1.3.2. **QₙM**	*Number of courses that include experiential learning through project work/field work/internship during the year* 1.3.2.1 : Number of courses that include experiential learning through project work/field work/internship during the year <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>02</td></tr></table> Data requirement for year: (As per Data Template) • Name of the Course Details of experiential learning through project work/field work/internship: Students of final year B.A. in Economics are required to undertake field work and prepare a project for their graduation. Students of Psychology are required to conduct experiments in their final year. • Name of the Programme: B.A. Economics, B.A. Psychology **File Description:** • Any additional information • Programme/ Curriculum/ Syllabus of the courses • Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses • MoU's with relevant organizations for these courses, if any • Number of courses that include experiential learning through project work/field work/internship (Data Template)
1.3.3. **QₙM**	*Number of students undertaking project work/field work/ internships* 1.3.3.1. Number of students undertaking project work/field work/ internships <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>55</td></tr></table> Data Requirement : (As per Data Template) • Name of the programme: B.A. Economics & B.A. Psychology • No. of students undertaking project work/field work /internships: 30 & 25 **File Description:(Upload)** • Any additional information • List of programmes and number of students undertaking project work/field work/ /internships (Data Template)

Key Indicator- 1.4 Feedback System

Metric No.	
1.4.1. **Q$_n$M**	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders* *1) Students 2)Teachers 3)Employers 4)Alumni* **Options:** 　A.　All of the above 　B.　Any 3 of the above 　C.　Any 2 of the above √　　　**Choose any one** 　D.　Any 1 of the above 　E.　None of the above Data Requirement: Report of analysis of feedback received from different stakeholders **File Description** 　•　URL for stakeholder feedback report 　•　Action taken report of the Institution on feedback report as stated inthe minutes of the Governing Council, Syndicate, Board of Management (Upload) 　•　Any additional information(Upload) 　　**(Note: Data template is not applicable to this metric)**
1.4.2 **Q$_n$M**	*Feedback process of the Institution may be classified as follows:* **Options:** 　A. Feedback collected, analyzed and action taken and feedback available on website 　B. Feedback collected, analyzed and action has been taken 　C. Feedback collected and analyzed √ 　D. Feedback collected 　E. Feedback not collected Documents: Upload Stakeholders feedback report, Action taken report of the institute on it as stated in the minutes of the Governing Council, Syndicate, Board of Management **File Description** 　•　Upload any additional information 　•　URL for feedback report **(Note: Data template is not applicable to this metric)**

Criterion 2- Teaching- Learning and Evaluation

Key Indicator- 2.1 Student Enrolment and Profile

Metric No.	
2.1.1. **QnM**	**Enrolment Number** Number of students admitted during the year <table><tr><td>**Year**</td><td>2020</td></tr><tr><td>**Number**</td><td>187</td></tr></table> 2.1.1.1. Number of sanctioned seats during the year <table><tr><td>**Year**</td><td>2020</td></tr><tr><td>**Number**</td><td>390</td></tr></table> Data Requirement last completed academic year. • Total number of Students admitted • Total number of Sanctioned seats File Description: • Any additional information • Institutional data in prescribed format
2.1.2. **QₙM**	***Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)*** 2.1.2.1. Number of actual students admitted from the reserved categories during the year <table><tr><td>**Year**</td><td>2020</td></tr><tr><td>**Number**</td><td>268</td></tr></table> Data requirement for year: (As per Data Template) • Number of Students admitted from the reserved category • Total number of seats earmarked for reserved category as per GOI or State government rule **File Description: (Upload)** • Any additional information • Number of seats filled against seats reserved (Data Template)

Key Indicator- 2.2. Catering to Student Diversity

Metric No.	
2.2.1. Q_lM	*The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners* Write description in maximum of 200 words Due to the special circumstances of COVID 19 it was not possible to organize any special programme. However, all the faculty members were available to the students through phone and WhatsApp groups for individual guidance. As the college has a good number of blind students recorded lectures are shared to help the blind students.
2.2.2. Q_nM	*Student- Full time teacher ratio (Data for the latest completed academic year)*

For metric 2.2.1 the codes should be Q_lM and for 2.2.2 it is Q_nM.

Year	2020-21
Number of Students	586
Number of teachers	16

Data requirement:
- Total number of Students enrolled in the Institution: 586
- Total number of full time teachers in the Institution: 16

Formula: Students: teachers- 37:1

File Description (Upload)
- Any additional information

(Note: Data template is not applicable to this metric)

Key Indicator- 2.3. Teaching- Learning Process

Metric No.	
2.3.1. Q_lM	*Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences* Upload a description in maximum of 200 words In the current academic year the scope for conducting experiential learning was very limited given the high risk due to the pandemic. However, the college practiced participative learning by conducting presentations and assignment submissions online. Besides a programme "Mind Matters" has been introduced wherein students are provided guidance on how to tap the immense capabilities of the subconscious mind and achieve the desired result in different areas of life. They are provided with audio clips on powerful affirmations which can help them to deal with difficult situations in life and create a well- balanced mindset. **File Description:** • Upload any additional information • Link for additional information

2.3.2. Q₁M	*Teachers use ICT enabled tools for effective teaching-learning process.*

2.3.2.
Q₁M

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

In the current academic year Teaching-Learning process, assignments, presentations, expert lectures etc, were conducted online through MS Teams. Students were given study material online. During University examinations students were given the option of taking their exams online. Students and faculty also used programmes like Zoom, Google Meet, Google Forms, etc. to carry out curricular and co-curricular activities. Faculty members recorded and shared audio lectures for the benefit of blind students.

Faculty of English contributes in writing e-content for website www.english gueta.in. Students can access notes and other related study material through this website. Some videos related to the subjects taught prepared by the faculty members were also uploaded on You Tube.

No. of Teachers Using ICT: 16

File Description
- Upload any additional information
- Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.

2.3.3.
QₙM

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

2.3.3.1. Number of mentors Number of students assigned to each Mentor

Year	2020-21
Number of mentors	16

Formula: Mentor : Mentee – 1:37

➢ In the beginning of the academic year each faculty members is assigned mentorship of 30 to 40 students. Students have the option of meeting and arranging a sessions with the mentor to consult on any academic, personal, social, financial etc. issue. The mentor tries to advise and offer solutions to the mentee to the best of her/his capacity. In special cases students are advised to seek outside help.

File Description
- Upload, number of students enrolled and full time teachers on roll.
- Circulars pertaining to assigning mentors to mentees
- mentor/mentee ratio

(Note: Data template is not applicable to this metric)

Key Indicator- 2.4 Teacher Profile and Quality

Metric No.	
2.4.1. **QₙM**	*Number of full time teachers against sanctioned posts during the year* | Year	2020-21
Number	16 | Data requirement for year (As per Data Template) • Number of full time teachers : 16 • Number of sanctioned posts : 17 **File Description (Upload)** • full time teachers and sanctioned posts for year(Data Template) • Any additional information • List of the faculty members authenticated by the Head of HEI
2.4.2. **QₙM**	*Number of full time teachers with Ph. D. / D.M. / M.Ch. /* 2020.1.1 *Super specialty / D.Sc. / D.Litt. during the year(consider only highest degree for count)* ***D.N.B*** 2.4.2.1. Number of full time teachers with ***Ph. D. / D.M. / M.Ch. / D.N.C Super speciality / D.Sc. / D.Litt.*** during the year | Year	2020-21
Number	11 | Data requirement for year: (As per Data Template) • Number of full time teachers with PhD./ D.M. / M.Ch. / D.N.B Super specialty / D.Sc. /D.Litt. • Total number of full time teachers **File Description (Upload)** • Any additional information • List of number of full time teachers with ***Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt.*** and number of full time teachers for year(Data Template)
2.4.3. **QₙM**	*Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)* 2.4.3.1 : Total experience of full-time teachers | Year	2020-21
Number of Teachers	16 | Data requirement for year (As per Data Template) • Name and Number of full time teachers with years of teaching experiences **File Description: (Upload)** • Any additional information • List of Teachers including their PAN, designation, dept. and experience details(Data Template)

Name of Full Time Teacher	No. of Years in the Same Institute
Dr. P. M. Shrimali	29
Dr. ParulRangparia	30
Mr. A. V. Patel	31
Dr. KshipraPurani	26
Mr. VikramChaudhari	28
Dr. Rasik Patel	28
Dr. KavitaAnand	24
Mr. N. F. Patel	24
Ms. HumaNizami	29
Dr. Anjana Patel	24
Ms. B.D. Danidhar	27
Dr. B. J. Amin	31
Dr. B. C. Panchal	31
Dr. Ashok Damakle	02
Dr. Apurva Mehta	01
Dr. JayeshMandanka	14

Key Indicator- 2.5. Evaluation Process and Reforms

Metric No.	

2.5.1.
 	
Q₁M
	Mechanism of internal assessment is transparent and robust in terms of frequency and mode
	
	Upload a description not more than 200 words
	  ➢ Continuous internal evaluation is carried out by each department through assignments and MCQ based class tests at regular intervals. Students are given feedback on their performance after each evaluation. The college also holds semester end internal examination to prepare the students for the final university examination.
	
	File Description:
	  • Any additional information
	  • Link for additional information

2.5.2.
 	
Q₁M
	Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient
	
	Upload a description not more than 200 words
	
	  ➢ Students have the option of applying for reassessment in case of any exam related grievance. Their requests are addressed within 10 days.
	
	File Description:
	  • Any additional information
	  • Link for additional information

Key Indicator- 2.6 Student Performance and Learning Outcome

Metric No.	
2.6.1. **Q₁M**	*Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.* Describe Course Outcomes (Cos) for all courses and mechanism of communication within a minimum of 200 characters and maximum of 200 words As the college offers Under Graduate Programme the primary course outcome is to attain a graduate degree in humanities with honours in the subject that the students choose to specialize in. The avowed aim of the institution is not only to impart degree-oriented education but also to equip the students to obtain gainful employment and to negotiate the challenges of tomorrow. The progamme also aims to create responsible citizens of tomorrow. The incoming students are informed about the stated programme and course outcomes during their orientation programme in the beginning of the year. Mission statement of the college that reflects these outcomes is also displayed prominently in the college building for the benefit of students and faculty members. **File Description:** • Upload any additional information • Past link for Additional information • Upload Cos for all courses (exemplars from Glossary)
2.6.2. **Q₁M**	*Attainment of Programme outcomes and course outcomes are evaluated by the institution.* Describe the method of measuring the level of attainment of Pos , PSOs and Cos in not more than 200 words ➢ Level of attainment in course outcomes is measured by the students' performance in academic activities and evaluation process. ➢ Level of attainment in programme outcomes is measured through students' engagement and participation in different co-curricular and extra-curricular activities. **File Description:** • Upload any additional information • Paste link for Additional information

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

2.6.3.	*Pass percentage of Students during the year*
Q$_n$M	2.6.3.1. Total number of final year students who passed the university examination during the year 2.6.3.2. Total number of final year students who appeared for the university examination during the year <table><tr><td colspan="2">**Previous completed academic year**</td></tr><tr><td>**Number of students appeared**</td><td>177</td></tr><tr><td>**Number of students passed**</td><td>136</td></tr></table> Data Requirement (As per Data Template) - Programme code: - - Name of the Programme: Bachelor of Arts - Number of Students appeared: 177 - Number of Students passed: 136 - Pass percentage: 72.99 **File Description** - Upload list of Programmes and number of students passed and appeared in the final year examination (DataTemplate) - Upload any additional information - Paste link for the annual report

Key Indicator- 2.7 Student Satisfaction Survey

Metric No.	
2.7.1 **Q$_n$M**	*Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)* Due to the pandemic it was not possible to carry out the survey.

Criterion3- Research, Innovations and Extension

Key Indicator 3.1- Resource Mobilization for Research

Metric No.	
3.1.1. **Q_nM**	***Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)*** 3.1.1.1: Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs) <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**(INR in Lakhs):**</td><td>NIL</td></tr></table> Data requirement for year: (As per Data Template) • Name of the Project/Endowments • Name of the Principal Investigator • Department of Principal Investigator • Year of Award • Funds provided • Duration of the project • Name of the Project/Endowments **File Description(Upload)** • Any additional information • e-copies of the grant award letters for sponsored research projects /endowments • List of endowments / projects with details of grants(Data Template)
3.1.2 **Q_nM**	***Number of departments having Research projects funded by government and non government agencies during the year*** 3.1.2.1: Number of departments having Research projects funded by government and non-government agencies during the year <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**(INR inLakhs):**</td><td>NIL</td></tr></table> Data requirement for year: (As per Data Template) • Name of Principal Investigator • Duration of project • Name of the research project • Amount / Fund received • Name of funding agency • Year of sanction • Department of recipient **File Description(Upload)** • List of research projects and funding details(DataTemplate) • Any additional information • Supporting document from Funding Agency • Paste link to funding agency website

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

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

Year	2020-21
Number of teachers	16

Data Requirements: (As per Data Template)
- Name of the workshops /seminars: One Day National Webinar on: Constitution, Election & Youth
- Number of Participants: 3526
- Date (From-to): 03/04/2021
  Link to the activity report on the website : https://youtu.be/xU_KFDrAuFU

File Description(Upload)
- Report of the event
- Any additional information
- List of workshops/seminars during last 5 years (DataTemplate)

Key Indicator 3.2- Research Publication and Awards

Metric No.	
3.2.1. QnM	*Number of papers published per teacher in the Journals notified on UGC website during the year*

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

Year	2020-21
Number	00

Data Requirement: (As per Data Template)
- Title of paper
- Name of the author/s
- Department of the teacher
- Name of journal
- Year of publication
- ISBN/ISS Number

File Description (Upload)
- Any additional information
- List of research papers by title, author, department, name and year of publication (Data Template)

3.2.2. **QnM**	*Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year* 3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year | Year	2020-21

Number	10 |
	
	Data requirement for year: (As per Data Template)
	    • Name of the teacher: Title of the paper
	      Title of the book published: Name of the author/s : Title of the proceedings of the conference
	    • Name of the publisher: National/International
	    • National/international : ISBN/ISSN number of the proceedings
	    • Year of publication:
	File Description: (Upload)
	    • Any additional information
	    • List books and chapters edited volumes/ books published (Data Template)

Key Indicator 3.3- Extension Activities

Metric No.	
3.3.1. **Q₁M**	*Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year* Describe the impact of extension activities in sensitizing students to social issues and holistic development within a maximum of 200 words. - The college conducts various extension activities through the year with the objective of sensitizing the students towards social issues and their responsibility to society. This also aids in their all-round development. - The college has a robust NSS Progamme. - The college organizes blood donation camp in collaboration with the Red Cross Society. Cleanliness drives, tree plantation, awareness on AIDS and Thalassemia, distribution of basic necessities and blankets to the underprivileged in the city are carried out annually. - NSS Unit also organizes a week long camp in a village in the outskirts of the city where activities like Prabhat Feri, cleanliness drive, blood donation, health checkup, literacy drives, de-addiction awareness etc. are held along with cultural activities. - These activities have a great impact on the mindset and personalities of the students. They help in creating awareness and sensitivity among students about various social issues in the community around them. They also help inculcate a sense of social responsibility among them and inspire a desire to contribute to society and live as aware, responsible members of society. - However, due to the government restrictions in the wake of the pandemic, it was not possible for the college to carry out these activities this year. **File Description:** - Paste link for additional information - Upload any additional information
3.3.2. **QnM**	*Number of awards and recognitions received for extension activities from government / government recognized bodies during the year* 3.3.2.1. Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year. <table><tr><td>**Year**</td><td>-</td></tr><tr><td>**Number**</td><td>-</td></tr></table> Data requirement for year: (As per Data Template) - Name of the activity - Name of the Award/recognition - Name of the Awarding government/ government recognized bodies - Year of the Award **File Description: (Upload)** - Any additional information

	- Number of awards for extension activities in last 5 year(Data Template) - e-copy of the award letters

3.3.3.
 	
QnM
	Number of extension and outreach programs conducted by the institution through NSS/NCC/Government and Government recognized bodies during the year
	
	3.3.3.1. Total Number of extension and outreach programs conducted by the institution through NSS/NCC/Government and Government recognized bodies during the year
	
	| **Year**
		2020-21 |
		| **Number** | 01 |
		
		Data Requirements (during the year)(As per Data Template)
		- Name and number of the extension and outreach Programmes :
		  Corona Warrior Program
		- Name of the collaborating agency: Non-government, industry, community with contact details
		  Office of Police Commissioner, Ahmedabad
		
		File Description (Upload)
		- Reports of the event organized
		- Any additional information
		- Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)

3.3.4. **QnM**	***Number of students participating in extension activities at 3.3.3. above during the year*** 3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year | **Year**	2020-21 | | **Number** | 09 | Data Requirements for last (during the year)(As per Data Template) - Name of the activity - Name of the scheme - Year of the activity - Number of teachers participating in such activities - Number of students participating in such activities **File Description:** - Report of the event - Any additional information - Number of students participating in extension activities with Govt. or NGO etc (Data Template)

Key Indicators 3.4 – Collaboration (20)

Metric No.	
3.4.1. **QnM**	**The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year** <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>00</td></tr></table> • Number of linkages for faculty exchange, student exchange, internship, field trip, on-the- job training, research etc during the year Data Requirements:(during the year)(As per Data Template) • Title of the linkage • Name of the partnering institution /industry/research lab with contact details • Year of commencement • Duration(From-To) • Nature of linkage **File Description: (Upload)** • e-copies of linkage related Document • Any additional information Details of linkages with institutions/industries for internship (DataTemplate)
3.4.2. **QnM**	*Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year* 3.4.2.1. Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>01</td></tr></table> Data requirement for year : (As per Data Template) • Organization with which MoU's signed – Grand Academic Portal, India • Name of the institution/industry/corporate house - N/A • Year of signing MoU - 2020 • Duration – 5 Years • List the actual activities under each MoU – Webinar on Constitution, Election and Youth • Number of students/teachers participating under MoUs - 3526 **File Description:** • e-Copies of the MoUs with institution./ industry/corporate houses • Any additional information • Details of functional MoUs with institutions of national, international importance, other universities etc. during the year

Criterion 4 - Infrastructure and Learning Resources

Key Indicator – 4.1 Physical Facilities

Metric No.	
4.1.1. **Q₁M**	*The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.* Describe the adequacy of infrastructure and physical facilities for teaching –learning as per the minimum specified requirement by statutory bodies within a maximum 200 words Classrooms: The college had adequate number of classrooms with proper ventilation, lighting, furniture etc. Computers: College computers are regularly serviced and maintained to ensure smooth functioning of academic and administrative work. The maintenance of computer hardware and software is contracted to third party expert agencies. Library: The college library has books and teaching resources on all the subjects taught in the college and also for general knowledge and competitive exams. The college employs SOUL 2.0 version of library software. Laboratory: The college has a laboratory to carry out experiments in psychology. It is equipped with all the necessary tools. Ladies' Room : The college has a ladies' room which is reserved for the use of girl students. Administrative Office: The college has fully computerized administrative office. Administrative tasks like admission, student enrolment, scholarships, examination registration, results etc. are computerized. **File Description:** • Upload any additional information • Paste link for additional information
4.1.2. **Q₁M**	*The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.* Describe the adequacy of facilities for sports, games and cultural activities which include specification about area/size, year of establishment and user rate within a maximum of 200 words Cultural Hall: The college has a large assembly hall for conducting cultural activities. It is equipped with facilities like a stage, sound system, lighting system, projector and screen etc. Gymnasium: The college has a gymnasium for students to exercise, do yoga and play indoor games. The college has access to the University sports facilities for training its teams for indoor as well as outdoor sports. **File Description** • Upload any additional information • Paste link for additional information

4.1.3. QnM	*Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.* 4.1.3.1 : Number of classrooms and seminar halls with ICT facilities

Year	2020-21
Number of Classrooms	00

Data Requirements: (As per Data Template)
- Number of classrooms with LCD facilities
- Number of classrooms with Wi-Fi/LAN facilities – Entire building is NaMo Wi-Fi enabled.
- Number of smart classrooms
- Number of classrooms with LMS facilities
- Number of seminar halls with ICT facilities - 01

File Description
- Upload any additional information
- Paste link for additional information
- Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)

4.1.4. QₙM	*Expenditure, excluding salary for infrastructure augmentation during the year(INR in Lakhs)* 4.1.4.1.Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

Year	2020-21
(INR in Lakhs)	00

Data Requirements : (during the year)(As per Data Template)
- Expenditure for infrastructure augmentation –00 INR
- Total expenditure excluding salary – 2679112 INR

File Description:
- Upload any additional in formation
- Upload audited utilization statements
- Upload Details of budget allocation, excluding salary during the year(DataTemplate)

Key Indicator – 4.2 Library as a learning Resource

Metric No.	
4.2.1. **QlM**	**Library is automated using Integrated Library Management System (ILMS)** Data requirement for year: Upload a description of library with, • Name of ILMS software: SOUL • Nature of automation (fully or partially): Partial • Version: 2.0 • Year of Automation: 2007 **File Description:** • Upload any additional information • Paste link for Additional Information
4.2.2. **QnM**	*The institution has subscription for the following e-resources* 1. e-journals 2. e-Shodh Sindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access toe-resources **Options:** A. Any 4 or more of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above √ Data requirement for year: (As per Data Template) • Details of membership: • Details of subscription: **File Description:** • Upload any additional information • Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)
4.2.3 **QnM**	*Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)* 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs) <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**(INR in Lakhs)**</td><td>0.02</td></tr></table> Data requirement for year: (As per Data Template) • Expenditure on the purchase of books/e-books: 2700 INR • Expenditure on the purchase of journals/e-journals in during the year: - • Year of Expenditure: 2020-21 Note: Due to the pandemic library was closed for most part of the year. **File Description (Upload)** • Any additional information • Audited statements of accounts

	• Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)
4.2.4 **QnM**	*Number per day usage of library by teachers and students (foot falls and login data for online access)(Data for the latest completed academic year)* 4.2.4.1Number of teachers and students using library per day over last one year Data Requirement Note: Due to the pandemic library was closed for most part of the year. • Upload last page of accession register details • Method of computing per day usage of library • Number of users using library through e-access • Number of physical users accessing library **File Description(Upload)** • Any additional information • Details of library usage by teachers and students The HEI is requested to calculate the teachers and students usage library per day. **Average usage of the library by the college** = Total no. of teachers & students in each day for all working days **/** Total no. of working days **(Note: Data template is not applicable to this metric)**

Key Indicator- 4.3 IT Infrastructure

Metric No.	
4.3.1. Q$_l$M	*Institution frequently updates its IT facilities including Wi-Fi* Describe IT facilities including Wi-Fi with date and nature of updating within a maximum of 200 words The college administration is fully computerized. The college campus is NAMO Wi-Fi enabled. The college administrative office also has a separate Wi-Fi connection. Wi-Fi and IT facilities are regularly maintained and updated by a third party professional agency. **File Description** • Upload any additional information • Paste link for additional information
4.3.2. QnM	*Student – Computer ratio* Number of students : Number of Computers – 84:1 Data Requirements: • Number of computers in working condition: 07 • Total Number of students: 586 **File Description** • Upload any additional information • Student – computer ratio **(Note: Data template is not applicable to this metric)**

4.3.3.
 	
QnM
	Bandwidth of internet connection in the Institution
	Options:
	  A. ≥ 50MBPS √
	  B. 30 - 50MBPS
	  C. 10 - 30MBPS
	  D. 10 - 5MBPS
	  E. < 5MBPS
	Data Requirement:
	 • Available internet band width – 100MBPS
	File Description
	 • Upload any additional Information
	 • Details of available bandwidth of internet connection in the Institution
	(Note: Data template is not applicable to this metric)

Key Indicator – 4.4 Maintenance of Campus Infrastructure

Metric No.	
4.4.1 **QnM**	*Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year(INR in Lakhs)* 4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs) Data Requirement : (As per Data Template in Section B) - Non salary expenditure incurred: 2679112 INR - Expenditure incurred on maintenance of campus infrastructure: 18,99,675 INR **File Description:** - Upload any additional information - Audited statements of accounts. - Details about assigned budget and expenditure on physical facilities and academic support facilities (DataTemplates)
4.4.2. **QlM**	*There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.* Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 200 words The college is run by Gujarat Law Society which manages several colleges and schools. The college reports all its maintenance requirements to the central management office through an official communication. Gujarat Law Society hires different agencies for maintenance and up gradation of IT, physical infrastructure, up gradation of IT, physical infrastructure, campus security etc. **File Description:** - Upload any additional information - Paste link for additional information

Within the 4.4.1 cell:

Year	2020-21
(INR in Lakhs)	18.99

Criterion 5- Student Support and Progression

Key Indicator- 5.1 Student Support

Metric No.	
5.1.1 **Q_nM**	*Number of students benefited by scholarships and free ships provided by the Government during the year* 5.1.1.1. Number of students benefited by scholarships and free ships provided by the Government during the year

<table>
<tr><td>Year</td><td>2929-21</td></tr>
<tr><td>Number</td><td>259</td></tr>
</table>

Data Requirement : (As per Data Template)
- Name of the Scheme
- Number of students benefiting

Name of Scheme	Number of Students
Post Matric Scholarship for SC Students	118
Umbrella Scheme for Education of ST Students	09
Post SSC Scholarship for NTDNT	33
Post Matric Scholarship for Disabled Students	04
National Scholarship Prog.	95
Samaj Suraksha	02

File Description:
- Upload self attested letter with the list of students sanctioned scholarship
- Upload any additional information
- Number of students benefited by scholarships and freeships provided by the Government during the year (Data Template)

Metric No.	
5.1.2. **QnM**	*Number of students benefitted by scholarships, freeships etc. provided by the institution / non- government bodies, industries, individuals, philanthropists during the year* 5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government bodies, industries, individuals, philanthropists during the year

<table>
<tr><td>Year</td><td>2020-21</td></tr>
<tr><td>Number</td><td>65</td></tr>
</table>

Data requirement for year: (As per Data Template)
- Name of the Scheme with contact information: Help the Blind Foundation
- Number of students benefiting: 65

File Description:
- Upload any additional information
- Number of students benefited by scholarships and freeships institution / non- government bodies, industries, individuals, philanthropists

	during the year (Date Template)
5.1.3. **QnM**	*Capacity building and skills enhancement initiatives taken by the institution include the following* 1. *Soft skills* 2. *Language and communication skills* 3. *Life skills (Yoga, physical fitness, health and hygiene)* 4. *ICT/computing skills* **Options:** A. All of the above B. 3 of the above √ C. 2 of the above D. 1 of the above E. none of the above The college offers foundation and soft skills courses which are compulsory for all the first year students. <table><tr><td></td><td>**Foundation**</td><td>**Soft skill**</td></tr><tr><td>Semester 1</td><td>187</td><td>187</td></tr><tr><td>Semester 2</td><td>161</td><td>161</td></tr></table> The college enrolls students for SCOPE exams for developing proficiency in English language. The college also conducts self-defense workshops for girl students, AIDS and Thalassemia workshops, cleanliness drives etc. However, due to the pandemic and subsequent lockdowns, the college has not been able to carry out these activities this year. Data Requirement: (As per Data Template) • Name of the capability building and skills enhancement initiatives • Year of implementation • Number of students enrolled • Name of the agencies involved with contact details **File Description (Upload)** • Link to Institutional website • Any additional information • Details of capability building and skills enhancement initiatives (DataTemplate)

5.1.4. **QnM**	*Number of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the year* 5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>NIL</td></tr></table> The college organizes training and guidance workshops and programs for career counseling and competitive exams. However due to the pandemic and subsequent lockdowns it was not possible to conduct these activities in 2020-21. Data requirement for year☹As per Data Template) • Name of the scheme • Number of students who have passed in the competitive exam • Number of students placed **File Description (Upload)** • Any additional information • Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)
5.1.5. **QnM**	*The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases* **1.** Implementation of guidelines of statutory/regulatory bodies **2.** Organization wide awareness and undertakings on policies with zero tolerance **3.** Mechanisms for submission of online/offline students' grievances **4.** Timely redressal of the grievances through appropriate committees **Options:** A. All of the above √ B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above Data Requirement: Upload the grievance redressal policy document with reference to prevention of sexual harassment committee and anti-ragging committee, constitution of various committees for addressing the issues, minutes of the meetings of the committees, number of cases received and redressed. ➢ The college follows UGC guidelines regarding anti-ragging policy and has constituted an anti-ragging committee. ➢ The college has formed Collegiate Women Development Committee (CWDC) following the Vishakha Guidelines issued by the Supreme Court of India. ➢ A complaint box is placed on the premises wherein students can drop written grievances, if any. They also have the option of dong so anonymously if they choose to do. ➢ **File Description (Upload)** • Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee • Upload any additional information • Details of student grievances including sexual harassment and ragging case

Key Indicator- 5.2 Student Progression

Metric No.	
5.2.1 **QnM**	*Number of placement of outgoing students during the year* 5.2.1.1: Number of outgoing students placed during the year | **Year**	2020-21
Number	NIL | The college participates regularly in placement fairs organized by the state government. However due to the pandemic and subsequent lockdowns it was not possible to organize or participate in 2020-21. Data requirement for year (As per Data Template) • Name of the employer with contact details • Number of students placed **File Description (Upload)** • Self-attested list of students placed • Upload any additional information Details of student placement during the year (Data Template)
5.2.2. **QnM**	*Number of students progressing to higher education during the year* 5.2.2.1. Number of outgoing student progression to higher education | **Year**	-
Number	- | Due to Covid-19 it was not possible to collect the data. Data Requirement: (As per Data Template) Number of outgoing students progressing to higher education **File Description (Upload)** • Upload supporting data for student/alumni • Any additional information • Details of student progression to higher education

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

Year	2020-21
Number	NIL

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) during the year

Year	2020-21
Number	NIL

Data requirement for year: (As per Data Template) Number of students selected to

- JAM
- CLAT
- NET
- SLET
- GATE
- GMAT
- CAT
- GRE
- TOEFL
- Civil Services
- State government examinations

File Description (Upload)

- Upload supporting data for the same
- Any additional information

Number of students qualifying in state/ national/ international level examinations during the year (DataTemplate)

Key Indicator- 5.3 Student Participation and Activities

Metric No.	
5.3.1 **QnM**	*Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year.* 5.3.1.1 : Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.<table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>-</td></tr></table>Note: due to the pandemic no sports or cultural activities or events were organized at any level. Data requirement for year: (As per Data Template) • Name of the award/medal • University /State/National/International • Sports/Culture **File Description (Upload)** • e-copies of award letters and certificates • Any additional information • Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year)(Data Template)
5.3.2 **QlM**	*Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)* Describe the students' representation and engagement in various administrative, co-curricular and extracurricular activities within a maximum of 200 words ➢ The college has Students' representation Council (SRC). However due to pandemic it was not possible to form SRC this year. **File Description** • Paste link for additional information • Upload any additional information

5.3.3. **QnM**	*Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)* 5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated during the year <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>-</td></tr></table> Data requirement for year: (As per Data Template) - List of events/competitions - Every year students of the college participate in various cultural and sports activities at University, Inter-College and Intra-college events. However, due to the restrictions imposed as a result of the pandemic, it was not possible to organize any activities at any level. **File Description** - Report of the event - Upload any additional information - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (DataTemplate)

Key Indicator- 5.4 Alumni Engagement

Metric No.	
5.4.1 QlM	*There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services.* Describe contribution of alumni association to the institution within a maximum of 200 words The college has an unregistered alumni association. **File Description:** • Paste link for additional information • Upload any additional information
5.4.2 QnM	*Alumni contribution during the year (INR in Lakhs)* **Options:** A. ≥ 5Lakhs B. 4 Lakhs - 5Lakhs C. 3 Lakhs - 4Lakhs D. 1 Lakhs - 3Lakhs E. <1Lakhs Data requirement for year (): • Alumni association / Name of the alumnus: - • Quantum of contribution: - • Audited Statement of account of the institution reflecting the receipts.: - **File Description** • Upload any additional information **(Note: Data template is not applicable to this metric)**

Criterion 6- Governance, Leadership and Management

Key Indicator- 6.1 Institutional Vision and Leadership

Metric No.	
6.1.1 **QlM**	***The governance of the institution is reflective of and in tune with the vision and mission of the institution*** Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers in the decision making bodies of the institution within a maximum of 200 words ➢ The vision of the institution is: To foster well-balanced and multisided flowering of students' personality, encompassing intellectual, physical, moral, emotional and aesthetic aspects. ➢ The mission of the institution is as follows: The institution aims at moulding minds and building character of the students and enhancing the academic proficiency of the staff. The avowed aim of the institution is not only to impart degree-oriented education but also to pursue perfection and excellence and to equip the students to face the world of work and to negotiate the challenges of tomorrow. The institution is dedicated to creating a new, more enlightened class- the responsible citizens of tomorrow. **File Description** • Paste link for additional information • Upload any additional information

6.1.2 **QlM**	***The effective leadership is visible in various institutional practices such as decentralization and participative management.*** Describe a case study showing decentralization and participative management in the institution in practice within a maximum of 200 words ➢ The management holds regular consultations with the Head of the Institution to take stock of various activities, needs and future planning of the college. The management makes suggestions for necessary improvisations, allocates additional funds if necessary and also helps in meeting any special/specific infrastructural needs. ➢ The college organized a National Webinar on "Constitution, Election & Youth" in April, 2021. Dr. Sudhir Nanavati, Executive Vice President of Gujarat Law Society who is a prominent legal expert, delivered an expert lecture in the webinar. As an expert on the subject of the webinar he also guided us in selecting other expert speakers and took a keen interest in planning and implementation of each and every aspect of the webinar. The management also made available its state of the art technical infrastructure to ensure smooth and successful execution of the webinar. **File Description** • Paste link for additional information • Upload any additional information

Key Indicator- 6.2 Strategy Development and Deployment

Metric No.	
6.2.1 **QlM**	*The institutional Strategic/ perspective plan is effectively deployed* Describe one activity successfully implemented based on the strategic plan within a maximum of 200 words ➢ The college IQAC met in the month of June with the specific agenda of forming a strategy on how to carry out academic work given the special circumstances arising due to the pandemic. It was decided to contact and establish communication links with each and every student of the college. The college office shared contact details of all the students with the faculty members. Different departments updated and created WhatsApp groups to include each and every student. Initially the decision was to use Zoom App to conduct classes. This decision was communicated to all the students and they were instructed on how to download and use Zoom. ➢ Subsequent to the government circular on use of MS Teams it was decided to switch the classes to MS Teams. The entire faculty attended training programmes conducted by the Education department, Govt. of Gujarat. The faculty members in turn instructed the students on how to download and use MS Teams. The college created user IDs and passwords for each and every student which were in turn communicated to them. The college was able to successfully enroll all the students on MS Teams and the classes were conducted on MS Teams from the month of July. **File Description** • Strategic Plan and deployment documents on the website • Paste link for additional information • Upload any additional information
6.2.2 **QlM**	*The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.* Describe the Organogram of the Institution within a maximum 200 words. The college is managed by Gujarat Law Society (GLS) which is a very prestigious institution working in the field of education since several decades. The governing body of GLS is headed by the President, followed by the vice president, honorary secretary and other trustees. As GLS has multiple campuses, a campus coordinator is appointed for each campus. The Principal as head of the institution reports to the campus coordinator, who in turn reports to the honorary secretary. In case of administrative setup, appointment at all levels and service rules and procedures it is mandatory for the college to follow the rules formed by UGC and the Government of Gujarat. **File Description** • Paste link for additional information • Link to Organogram of the Institution webpage • Upload any additional information

6.2.3.
 	
QnM
	Implementation of e-governance in areas of operation
	    1.Administration
	    2. Finance and Accounts
	    3. Student Admission and Support
	    4.Examination
	
	Options:
	
	    A. All of the above √
	    B. Any 3 of the above
	    C. Any 2 of the above
	    D. Any 1 of the above
	    E. None of the above
	
	Data Requirements: (As per Data Template)
	  • Areas of e-governance
	    Administration
	    Finance and Accounts
	    Student Admission and Support
	  Examination
	  • Name of the Vendor with contact details
	  • Year of implementation
	File Description (Upload)
	  • ERP (Enterprise Resource Planning)Document
	  • Screen shots of user interfaces
	  • Any additional information
	  • Details of implementation of e-governance in areas of operation, Administration etc(Data Template)

Key Indicator- 6.3 Faculty Empowerment Strategies

Metric No.	

6.3.1
 	
QlM
	The institution has effective welfare measures for teaching and non- teaching staff
	Provide the list of existing welfare measures for teaching and non- teaching staff within a maximum of 200 words
	  ➢ The college is a part of GLS Employees Credit and Supply Society which is a very robust co-operative society that acts as an added incentive for the employees of the institute. The society has many welfare schemes to benefit the employees especially the class IV employees.
	  ➢ Class IV employees are given uniform and washing allowance
	File Description
	  • Paste link for additional information
	  • Upload any additional information

6.3.2 QnM	*Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year* 6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>NIL</td></tr></table> Data requirement for year: (As per Data Template) • Name of the teacher • Name of conference/ workshop attended for which financial support provided • Name of the professional body for which membership fee is provided **File Description:** • Upload any additional information • Details of teachers provided with financial support to attend conference, workshops etc during the year (DataTemplate)
6.3.3 QnM	*Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year* 6.3.3.1. Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>NIL</td></tr></table> ➢ Due to COVID 19 pandemic it was not possible to organize any training programmes. Data requirement for year: (As per Data Template) • Title of the professional development Programme organized for teaching staff • Title of the administrative raining Programme organized for non- teaching staff • Dates (From-to) **File Description (Upload):** • Reports of the Human Resource Development Centres (UGCASC or other relevant centres). • Reports of Academic Staff College or similar centers • Upload any additional information • Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (DataTemplate)

6.3.4 QnM	*Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year* *(Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)*
	6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

Year	2020-21
Number	16

➢ A training programme on use of MS Teams for online academic activities organized by the Education Department, Government of Gujarat was attended by all the faculty members.

➢ The college oragnised one on one training programme on use of MS Teams where all faculty members were given practical training.

Data requirement for year: (As per Data Template)
- Number of teachers: 16
- Title of the Programme: Training in MS Teams
- Duration (From–to): 2 Day Workshop

File Description
- IQAC report summary
- Reports of the Human Resource Development Centres (UGCASC or other relevant centers).
- Upload any additional information
- Details of teachers attending professional development programmes during the year (DataTemplate)

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

Describe the functioning status of the Performance Appraisal System for teaching and non-teaching staff within a maximum of 200 words

A review meeting is held on completion of each and every academic and co-curricular activity/event/program. In the review meeting all aspects of the activity such as learning from the activity, scope for improvement in future, challenges faced if any etc. are discussed and reflected on. Also at the end of every academic year the Head of the Institution meets with each department to evaluate and give feedback on their performance during the year.

File Description
- Paste link for additional information
- Upload any additional information

Key Indicator- 6.4 Financial Management and Resource Mobilization

Metric No.	
6.4.1 **QlM**	*Institution conducts internal and external financial audits regularly* Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words ➤ An external professional agency conducts the financial audit at the end of every financial year. **File Description** • Paste link for additional information • Upload any additional information
6.4.2 **QnM**	*Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)* 6.4.2.1: Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs) <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**INR in Lakhs**</td><td>NIL</td></tr></table> Data requirement for year (As per Data Template) • Name of the non-government bodies, individuals, Philanthropers • Funds / Grants received **File Description** • Annual statements of accounts • Any additional information • Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)
6.4.3 **QlM**	*Institutional strategies for mobilization of funds and the optimal utilization of resources* Describe the resource mobilization policy and procedures of the Institution within a maximum of 200 words Due to the pandemic use of resources was minimal and it was not possible to mobilize any resources. **File Description** • Paste link for additional information • Upload any additional information

Key Indicator- 6.5 Internal Quality Assurance System

Metric No.	
6.5.1 **QlM**	*Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes* Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 200 words ➥ Conducting academic activities online : In the current academic year Teaching-Learning process, assignments, presentations, expert lectures etc, were conducted online through MS Teams. Students were given study material online. During University examinations students were given the option of taking their exams online. Students and faculty also used programmes like Zoom, Google Meet, Google Forms, etc. to carry out curricular and co-curricular activities. Faculty members recorded and shared audio lectures for the benefit of blind students. Faculty of English contributes in writing e-content for website www.english gueta.in. Students can access notes and other related study material through this website. Some videos related to the subjects taught prepared by the faculty members were also uploaded on You Tube. ➥ National Webinar on Constitution, Election and Youth: Smt. L & C Mehta Arts College in collaboration with the State Election Commission, Gujarat and Grand Academic Portal, India organized a Webinar on "Constitution, Election & Youth" on April 3, 2021. This webinar was organized for the benefit of faculty members, research scholars and students of various educational and research institutes. One of the objectives that the college strives to achieve, as stated in the Mission Statement of the Institution, is to "create a new, more enlightened class, the responsible citizens of tomorrow". In pursuit of this objective the college organized a webinar on the theme of Constitution, Election and Youth. India is the largest democracy in the world and Elections are the back bone of any democracy. As citizens of India it becomes imperative that our students are made aware of the pivotal role that elections play in ensuring efficient functioning of a democracy. Elections are fundamental to democratic governance and voters have a responsibility to ensure election of the right candidates and elimination of forces harmful to democracy. The college caters to youth in the age group of 18 to 22 years. They newly acquire voting rights and hence it becomes very important to enlighten and guide them about their role in the elections. The college organized this webinar with the primary objective of educating the students of our college as well as of other institute across the country to understand the value of their vote and maximizing their participation in ethical and informed voting. The webinar was greatly enriched by participation of expert resource persons like Shri Sanjay Prasad, Commissioner, State Election Commission, Gujarat, Shri Sudhir Nanavaty, Senior Advocate and President, GLS

	University, Dr. Himanshu Pandya, Vice Chancellor, Gujarat University, Dr. Harpal Rana, Head, Department of History, Gujarat University, Dr. Ruchi Sapahia, Associate Professor, National University of Law, Himachal Pradesh. The number of total participants comprising faculty members and students of various educational institutions, research scholars from different universities and institutes etc. was 3526 surpassing all our expectations and making the webinar an astounding success. **File Description** • Paste link for additional information • Upload any additional information

6.5.2
 	
QlM
	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities
	(For first cycle - Incremental improvements made for the preceding year with regard to quality
	For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives)
	Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 words each
	   ➢ ICT Usage: To encourage the use of ICT the college has converted the campus into a Wi-Fi enabled one. This has facilitated access to internet for all students as well as faculty members. The incoming students are also provided tablets on token contribution of INR 1000. Due to this it became feasible to reach out to each and every student and conduct online teaching.
	   ➢ Blind students: As IQAC had decided to increase the intake of blind students the college collaborated with Help the Blind Foundation to facilitate a special scholarship of INR 10000 per student for the blind students. The college also extends services like providing recorded lectures,
	Arranging special blocks for blind students during exams, providing scribes to help them write exams etc. This has resulted in the college having a very high number for blind students.
	File Description
	• Paste link for additional information
	• Upload any additional information

6.5.3 **QnM**	**Quality assurance initiatives of the institution include:** 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements 2. *Collaborative quality initiatives with other institution(s)* 3. Participation in NIRF 4. *any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)* **Options:**

A. All of the above
B. Any 3 of the above
C. Any 2 of the above √
D. Any 1 of the above
E. None of the above

➢ The college IQAC meets regularly to take stock of the current situation and recommend necessary measures for quality enhancement. AQAR is prepared at the end of the year and uploaded on the college website.
➢ The college signed an MOU with The Grand Academic Portal, India to conduct academic and research activities.

Data requirement for year: (As per Data Template)

Quality initiatives
- AQARs prepared/submitted
- Collaborative quality initiatives with other institution(s)
- Participation in NIRF
- Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description
- Paste web link of Annual reports of Institution
- Upload e-copies of the accreditations and certifications
- Upload any additional information
- Upload details of Quality assurance initiatives of the institution(Data Template)

Criterion 7 – Institutional Values and Best Practices

Key Indicator - 7.1 Institutional Values and Social Responsibilities

Metric No.	Gender Equity
7.1.1 QlM	*Measures initiated by the Institution for the promotion of gender equity during the year.* Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 200 words ➢ CWDC: The college has a Collegiate Women's Development Committee as mandated by Vishakha Guidelines issued bt the Supreme Court of India. CWDC holds workshops and programs on issues like gender sensitization, sexual harassment, self-defense, legal rights of women, personal hygiene etc. every year. Trainers and professionals are invited to these workshop and programs to share their expertise with the students. Girl students are encouraged to approach any of the women faculty members to seek help and guidance on any issues they might be facing. In the

	current academic year, due to the pandemic education was imparted online as per government notification and no programs could be conducted.
	➢ Ladies' room: The college has a separate Ladies Room for the benefit of girl students. This allows the girl students to enjoy privacy while in college.
	➢ Separate Toilets for Girl Students: The college has separate toilet blocks for girl students on every floor. Moreover there is a sanitary napkin vending machine on the campus for them.

	Provide Web link to:
	 • Annual gender sensitization action plan
	 • Specific facilities provided for women in terms of:
	    a. Safety and security
	    b. Counseling
	    c. Common Rooms
	    d. Day care center for young children
	    e. Any other relevant information

	Environmental Consciousness and Sustainability
7.1.2 **QnM**	*The Institution has facilities for alternate sources of energy and energy conservation measures* 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power efficient equipment **Options:** A. 4 or All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above √ *Upload:* • Geo tagged Photographs • Any other relevant information **(Note: Data template is not applicable to this metric)**

7.1.3 QlM	*Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words)* • Solid waste management: Ahmedabad Municipal Corporation provides the facility of collecting solid waste from the college every morning. • Liquid waste management: N/A • Biomedical waste management: N/A • E-waste management: The college recycles the old computers by getting them updated periodically. • Waste recycling system: - • Hazardous chemicals and radioactive waste management: N/A **Provide web link to** • Relevant documents like agreements/MoUs with Government and other approved agencies • Geo tagged photographs of the facilities • Any other relevant information
7.1.4 QnM	*Water conservation facilities available in the Institution:* 1. Rain water harvesting 2. Bore well /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus **Options:** A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above √ Upload : • Geotagged photographs / videos of the facilities • Any other relevant information **(Note: Data template is not applicable to this metric)**
7.1.5 QnM	*Green campus initiatives include* 7.1.5.1. The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants **Options:** A. Any 4 or All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above √ E. None of the above ➢ NSS Unit of the college carries out tree plantation drives every year. However, due to the pandemic it was not possible to do so this year. **Upload**

	• Geo tagged photos / videos of the facilities • Any other relevant documents **(Note: Data template is not applicable to this metric)**
7.1.6 **QnM**	*Quality audits on environment and energy are regularly undertaken by the institution* 7.1.6.1.The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities **Options:** A. Any 4 or all of the above B. Any 3 of the above C. Any 2 of the above D. Any 1of the above E. None of the above √ Upload: • Reports on environment and energy audits submitted by the auditing agency • Certification by the auditing agency • Certificates of the awards received • Any other relevant information **(Note: Data template is not applicable to this metric)**

7.1.7
 	
QₙM
	The Institution has Divyangjan-friendly, barrier free environment
	  1. Built environment with ramps/lifts for easy access to classrooms.
	  2. *Divyangjan* -friendly washrooms
	  3. Signage including tactile path, lights, display boards and signposts
	  4. Assistive technology and facilities for persons with *Divyangjan* accessible website, screen-reading software, mechanized equipment
	  5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading
	Options:
	A. Any 4 or all of the above
	B. Any 3 of the above
	C. Any 2 of the above
	D. Any 1 of the above √
	E. None of the above
	    ➢ The college encourages enrollment of visually challenged students. The college assists them in obtaining different scholarships, providing recorded study material, arranging scribes during exams etc.
	
	Upload:
	• Geo tagged photographs / videos of the facilities
	• Policy documents and information brochures on the support to be provided
	• Details of the Software procured for providing the assistance
	• Any other relevant information

	(Note: Data template is not applicable to this metric)
	Inclusion and Situatedness
7.1.8 **QlM**	*Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).* ➤ Blind students: The college encourages blind students to enroll by offering them incentives like special scholarships for blind students in collaboration with Help the Blind Foundation, Chennai, recordings of lectures, arranging writers for the exams etc. As a result the college had total 77 blind students in 2020-21. ➤ Minority students: As the college is located in the Walled city of Ahmedabad, areas around the college have a good concentration of minority population. Youth from areas around the college enroll in the college adding to the number of minority students in the college. ➤ CWDC: Collegiate Women Development Committee holds Gender Sensitization Programs for the benefit of girl as well as boy students. ➤ Majority of our students hail from economically deprived background. ➤ Of the total number of students in the college 165 are from Scheduled Castes, 20 from Scheduled Tribes and 97 from Other Deprived Castes (OBC). *Provide Web link to:* • Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) • Any other relevant information.
	Human Values and Professional Ethics
7.1.9 **QlM**	*Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens* Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 200 words. ❖ **<u>Webinar on "Constitution, Election & Youth":</u>** In the current academic year the college in collaboration with the Grand Academic Portal organized a Webinar on "Constitution, Election & Youth" in April, 2021. A brief programme outline and inputs given by the expert panel are as follows: ➤ Dr. Pankaj Shrimali, Adminstrative In charge, Smt. L & C Mehta Arts

College delivered a welcome address. In his address he dwelled on the Origin of democracy, Emergence of Idea of democracy, Basis of democracy and History of Indian democracy.

➢ Dr. Harpal Rana, Head, Department of History, Gujarat University talked about the history of Indian Constitution, Basic tenets of the Constitution, The Preamble, Values enshrined in the Constitution, the concept of constitutional morality, Parliamentary system of governance, Importance of issue based politics in present times, the concept of social democracy and Importance of participation of youth and women in democracy.

➢ Dr. Ruchi Sapahia, Associate Professor, National University of Law, Himachal Pradesh spoke about marginalization and underrepresentation of youth in electoral system, the concept of electoral integrity and electoral morality, history and functioning of Election Commission of India, objectives of EC, electoral framework and processes and need for participation of youth in electoral processes.

➢ Dr. Digvijaysinh Gohil, Secretary, Management Association, Gujarat and a Youth Leader stressed on the role of youth in bringing about change and advancement of democracy. He elaborated on the reasons for reluctance of youth in participating in elections, shared statistics about participation of youth in Indian elections, average age of MPs in India, voter participation, dynastic politics, challenges faced by youth who want to participate in politics in India.

➢ Dr. Himanshu Pandya, Vice Chancellor, Gujarat University emphasized the role of education in shaping the youth of today.

➢ Shri Sanjay Prasad, Commissioner, State Election Commission, Gujarat started by talking about fears harbored historically about whether democracy can survive in India and existence of village republics that formed the basis of democracy in India. He further elaborated on the reforms that took place under the British rule and the importance of discourse/dialogue-'samvad', concepts of 'bhaichara' and 'biradari', philosophy of freedom movement, self-governing institutions, reservation provisions, multi-level nature of democracy,scope of representation of every group at different level so that no one is excluded.

➢ Dr. Sudhir Nanavaty emphasized the significance of the Constitution as a pillar of democracy. He elucidated the Federal Structure of election commission of India and talked about the Acts that govern EC – Representation of People Acts 1950 &1951. He further threw light onthe rights of youth, technicalities of age provisions for voting as well as candidature and provision of NOTA. He elaborated on disqualification provisions for contesting elections, right to contest elections from more than one constituency and Sections 8, 9A. He also talked about illogical aspects of laws governing elections in India, the dichotomy of electoral system in

choosing the best instead of least of those available, waste of resources in allowing candidature from 2 constituencies and provision of NOTA. He concluded by stressing on the responsibility of youth in ensuring the success of electoral system and election petitions.

➢ The number of total participants comprising faculty members and students of various educational institutions, research scholars from different universities and institutes etc. was 3526 surpassing all our expectations and making the webinar an astounding success.

❖ **NSS Progamme:**
➢ The college has a robust NSS programme which conducts various extension activities through the year with the objective of sensitizing the students towards social issues and their responsibility to society. This also aids in their all-round development.
➢ The college organizes blood donation camp in collaboration with the Red Cross Society. Cleanliness drives, tree plantation, awareness on AIDS and Thalassemia, distribution of basic necessities and blankets to the underprivileged in the city are carried out annually.
➢ NSS Unit also organizes a week long camp in a village in the outskirts of the city where activities like PrabhatFeri, cleanliness drive, blood donation, health checkup, literacy drives, de-addiction awareness etc. are held along with cultural activities.
➢ These activities have a great impact on the mindset and personalities of the students. They help in creating awareness and sensitivity among students about various social issues in the community around them. They also help inculcate a sense of social responsibility among them and inspire a desire to contribute to society and live as aware, responsible members of society.
➢ However, due to the government restrictions in the wake of the pandemic, it was not possible for the college to carry out these activities this year.
➢ Every year the college celebrates Republic Day and Independence Day to create awareness among students about the sacrifices the nation made to attain freedom and to inculcate a sense of nationalism among them.

Provide we blink to :
• Details of activities that inculcate values; necessary to renderstudents in to responsible citizens
• Any other relevant information

7.1.10 Q*n*M	*The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.* 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

	Options: A. All of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above √ E. None of the above **Upload:** • Code of ethics policy document • Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims. • Any other relevant information **(Note: Data template is not applicable to this metric)**
7.1.11 **QlM**	*Institution celebrates / organizes national and international commemorative days, events and festivals* Describe the efforts of the Institution in celebrating /organizing national and international commemorative days, events and festivals during the year within 200 words ➢ The college celebrates national festivals like the Republic Day and Independence Day. ➢ The college also commemorates days like Women's Day, Yoga Day, World AIDS Day, Thalassemia Day, Vasant-Rajab Day (Ekta Day), Teachers' Day, Swachch Bharat Day etc. ➢ The college also organizes Blood Donation Drive, AIDS Awareness Week, Tree Plantation etc. **Provide we blink to :** • Annual report of the celebrations and commemorative events for the last (During the year) • Geo tagged photographs of some of the events • Any other relevant information

Key Indicator - 7.2 Best Practices

Metric No.	
7.2.1 **QlM**	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.** **Provide web link to:** • Best practices in the Institutional web site • Any other relevant information

Best Practice - I

1. **Title of the Practice:**

   National Webinar on "Constitution, Election & Youth"

2. **Objectives of the Practice :**

   The college organized this webinar with the primary objective of educating the students of our college as well as of other institute across the country to understand the value of their vote and maximizing their participation in ethical and informed voting.

3. **The Context :**

   India is the largest democracy in the world and Elections are the back bone of any democracy. As citizens of India it becomes imperative that our students are made aware of the pivotal role that elections play in ensuring efficient functioning of a democracy. Elections are fundamental to democratic governance and voters have a responsibility to ensure election of the right candidates and elimination of forces harmful to democracy. The college caters to youth in the age group of 18 to 22 years. They newly acquire voting rights and hence it becomes very important to enlighten and guide them about their role in the elections.

4. **The Practice:**

   Smt. L & C Mehta Arts College in collaboration with the State Election Commission, Gujarat and Grand Academic Portal, India organized a Webinar on "Constitution, Election & Youth" on April 3, 2021. This webinar was organized for the benefit of faculty members, research scholars and students of various educational and research institutes.

5. **Evidence of Success:**

   One of the objectives that the college strives to achieve, as stated in the Mission Statement of the Institution, is to "create a new, more enlightened class, the responsible citizens of tomorrow". In pursuit of this objective the college organized a webinar on the theme of Constitution, Election and Youth.
   The webinar was greatly enriched by participation of expert resource persons like Shri Sanjay Prasad, Commissioner, State Election Commission, Gujarat, Shri Sudhir Nanavaty, Senior Advocate and President, GLS University, Dr. Himanshu Pandya, Vice Chancellor, Gujarat University, Dr. Harpal Rana, Head, Department of History, Gujarat University, Dr. Ruchi Sapahia, Associate Professor, National University of Law, Himachal Pradesh
   The number of total participants comprising faculty members and students of various educational institutions, research scholars from different universities and institutes etc. was 3526. The astounding success of the webinar is an indication that the youth of today, if given an opportunity are very much eager to engage in dialogue on meaningful subjects and play their part as members of a democratic society.

6. **Problems Encountered and Resources Required:**
   The college collaborated with The Grand Academic Portal, India who provided technical support needed for the webinar. The college had access to a conference hall equipped with latest technology and big screens which facilitated participation by the college faculty. Due to the rich legacy of the college which has been functioning since 1953 it was possible for the college to rope in the State Election Commission, Gujarat to collaborate in the webinar to give intellectual inputs.

   The biggest challenge before us was to incite interest among youth on the subject and ensure participation in the webinar. This challenge was addressed by giving wide publicity to the webinar brochure, creating WhatsApp groups to disseminate information and motivate participation and personal follow ups with students and institutes to maximize participation.

Best Practice - II

1. **Title of the Practice :**
   Online Teaching - Learning
2. **Objectives of the Practice:**
   To remain connected with the students and carry out teaching – learning process seamlessly while extending psychological and emotional support to them during the pandemic.
3. **The Context:**
   In the beginning of 2020 India encountered an unexpected health calamity of humungous magnitude. To deal with the situation on hand the Government of India had to impose a lockdown in March end bringing all educational activities to a sudden halt. After the lockdown was over the IQAC met to discuss how to carry forward academic activities in the given circumstances. It was decided to carry out the teaching – learning process online by using available technology.
4. **The Practice:**
   In the current academic year Teaching-Learning process, assignments, presentations, expert lectures etc, were conducted online. This year due to the pandemic the college made extensive use of technology to ensure effective curriculum delivery. Each department formed a 'WhatsApp' Group for their students to be able to communicate smoothly with the students and to disseminate information to each and every student. Classes were conducted on Zoom initially for a month. Subsequent to the government circular on use of MS Teams it was decided to switch the classes to MS Teams. The entire faculty attended training programmes conducted by the Education department, Govt. of Gujarat. The faculty members in turn instructed and guided the students individually on how to download and use MS Teams and its various functions. The college created user IDs and passwords for each and every student which were in turn

communicated to them. The college was able to successfully enroll all the students on MS Teams and the classes were conducted on MS Teams from the month of July. Students were given study material online. During University examinations students were given the option of taking their exams online. Students and faculty also used programmes like Zoom, Google Meet, Google Forms, etc. to carry out curricular and co-curricular activities. Faculty members recorded and shared audio lectures for the benefit of blind students.

5. **Evidence of Success:**
Teaching – learning process could be conducted smoothly with maximum participation by the students. Along with teaching, assignments, presentations and tests could also be delivered online. Students residing in remote areas outside the city limits could also participate in all activities. It was possible to complete the syllabus in all subjects on time.

6. **Problems Encountered and Resources Required:**
The biggest challenge was to reach out to each and every student individually. To address this subject wise Excel sheets containing mobile numbers of students were prepared and shared with all the departments. The faculty members in turn reached out individually to each and every student and then created WhatsApp groups to facilitate further communication. As students had been given tablets on token contribution of INR 1000 under a Government of Gujarat Scheme, majority of them has access to resources needed to carry out online teaching.
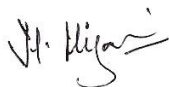
Key Indicator - 7.3 Institutional Distinctiveness

Metric No.	
7.3.1 Q₁M	*Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words* **Provide web link to:** • Appropriate web in the Institutional website • Any other relevant information The college has the distinction of catering to a very high number of blind students among various colleges of Gujarat University. The college makes special efforts to increase the intake of blind students. The college has collaborated with Help the Blind Foundation to facilitate a special scholarship of INR 10000 per student for the blind students. The college also extends services like providing recorded lectures, arranging special blocks for blind students during exams, providing scribes to help them write exams etc. This has resulted in 40 new blind students entering the college in the year 2020-21 taking the total number of blind students to 77. Having a very high number of blind students, along with aiding the college in fulfilling its social responsibility, also helps create awareness among all our students towards challenges faced by the blind in their day to day life. It inculcates sensitivity and a sense of responsibility in all our students towards them.

Future Plans of action for next academic year

- Regularize academic as well as co-curricular and extension activities after the pandemic
- Organize activities to create health awareness among students post covid-19.
- Organize an inter college level event
- Conduct various programs to celebrate seventy five years of Independence
- Conduct activities and programs on the theme of women's safety and self defense
- Encourage participation in sports activities at University as well as in Khel Mahakumbh held by the State Government.

Name: _____Huma Nizami___

Name: ___Dr. Pankaj Shrimali____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

<u>**Annexure I**</u>
<u>**IQAC Meeting Minutes and Action Taken Report**</u>
<u>**2020-21**</u>

Date: June 10, 2020
Time: 10.00
Place: Principal Chamber

Members Present:

1.	Prin. Dr. S. M. Vakil	Sd
2.	Dr. Kshipra Purani	Sd
3.	Prof. Huma Nizami	Sd
4.	Dr, Parul Rangparia	Sd
5.	Dr. Pankaj Shrimali	Sd
6.	Prof. Amrut Patel	Sd
7.	Dr. Rasik Patel	Sd
8.	Prof. Vikram Chaudhari	Sd
9.	Dr. Kavita Anand	Sd
10.	Dr. Anjana Patel	Sd
11.	Prof. Narendra Patel	Sd
12.	Dr. Babulal Panchal	Sd
13.	Dr. Babubhai Amin	Sd
14.	Dr. Ashok Damakle	Sd
15.	Prof. Bharati Danidhar	Sd
16.	Dr. Apurva Mehta	Sd
17.	Dr. Jayesh Mandanka	Sd
18.	Mr. Nilesh Vora	Sd
19.	Mr. Natwarsinh Sisodia	Sd
20.	Mr. Tushar Upadhyay	Sd

Agenda:

- Item 1:

To discuss how to carry out academic activities online during pandemic.
IQAC organized a meeting with all the faculty members and administrative staff at the beginning of the academic year to discuss about devising effective action plan on conducting online classes and other academic activities in the wake of COVID 19 pandemic and subsequent suspension of physical classes. It was decided to form WhatsApp groups of the students of each department for effective communication. It was also decided to prepare a separate timetable for online classes to be conducted on Zoom application. The faculty members were told to guide their students in the use of technology for online lectures.
Action Taken:
WhatsApp Group by each department was formed. Students were guided on the use of Zoom application and classes were conducted online.

- Item 2:

To discuss the admission process during the pandemic

It was decided to continue to assist the incoming students who needed help in following the online admission procedure set by Gujarat University while strictly adhering to the COVID 19 SOP and guidelines given by the Government. It was also decided to extend special guidance and support to visually impaired students to encourage their enrolment and participation in higher education.

Action Taken:

Admission Assistance Desk was set up in the college office and duties assigned to faculty members and administrative staff.

- Item 3:

Formulate the Admission Committee.

Action Taken:

Admission Committee was formed and Dr. KavitaAnand was appointed the convener.

Sd   Sd
Co-ordinator   Principal

IQAC Meeting Minutes and Action Taken Report
2020 – 21

Date: 20-07-2020
Time: 11.45
Place: Zoom

Members Present:
1. Prin. Dr. S. M. Vakil   Sd
2. Dr. KshipraPurani   Sd
3. Prof. HumaNizami   Sd
4. Dr, ParulRangparia   Sd
5. Dr. Pankaj Shrimali   Sd
6. Prof. Amrut Patel   Sd
7. Dr. Rasik Patel   Sd
8. Prof. VikramChaudhari   Sd
9. Dr. KavitaAnand   Sd
10. Dr. Anjana Patel   Sd
11. Prof. Narendara Patel   Sd
12. Dr. Babulal Panchal   Sd
13. Dr. Babubhai Amin   Sd
14. Dr. Ashok Damakle   Sd
15. Prof. BharatiDanidhar   Sd
16. Dr. Apurva Mehta   Sd
17. Dr. JayeshMandanka   Sd

Agenda:
- Item 1:

To apprise all the faculty members about the switch over from Zoom application to MS Teams for conducting online lectures and the creation of IDs and passwords to be used for MS Teams and how they can guide their students in this.

Action Taken:
Dr. JayeshMandanka was assigned the responsibility of creating IDs and Passwords to be used for MS Teams for faculty members and students. In turn, these were shared on WhatsApp groups by each department. Students were guided about how to log into their accounts using the ID and password given by the college. Online classes on MS Teams began.

- Item 2:

To discuss uploading and sharing of study material for online learning.
It was decided to upload study material on MS Teams for better access by the students. The IQAC also proposed to share the study material on WhatsApp groups to reach out to all the students.
Action Taken:

Study material was uploaded on MS Teams and was also shared in WhatsApp Groups by each department. Students were informed about the same. Audio recordings were prepared for the blind students and were shared with them.

- Item 3:

To discuss how to give assignments, class tests and presentations in the online mode of education.

Action Taken:

Assignments and tests were given through Google Forms and MS Teams. Online presentations were made by the students. Students having difficulty in online submission of assignments and tests were given the option of submitting them in offline mode.

Sd   Sd
Co-ordinator   Principal

IQAC Meeting Minutes and Action Taken Report
2020 – 21

Date: 05-10-2020
Time: 10.30
Place: Principal Chamber
Members Present:

1.	Dr. Sanjay Vakil	Sd
2.	Prof. HumaNizami	Sd
3.	Dr. KshipraPurani	Sd
4.	Dr. JayeshMandanka	Sd
5.	Prof. Narendara Patel	Sd
6.	Dr. Babulal Panchal	Sd
7.	Dr. Babubhai Amin	Sd
8.	Dr. Rasik Patel	Sd
9.	Dr. Anjana Patel	Sd
10.	Prof. BharatiDanidhar	Sd

Agenda:

- Item : 1

To take stock of the online academic work and academic preparedness of students to face evaluation

Action taken:

All departments were asked to present an update on the status of satisfactory completion of syllabus, distribution of study material and submissions of assignments and presentations

- Item: 2

To discuss internal evaluation process as per Gujarat University guidelines

Action Taken:

Adhering to the directive of the Gujarat University, IQAC and members of the Examination Committee of the college decided to carry out internal evaluation through online tests, online and offline submission of assignments and group discussions. Students belonging to remote areas with less internet connectivity were given the option of sending in their assignments and tests by post.

Sd   Sd
Co-ordinator   Principal

IQAC Meeting Minutes and Action Taken Report
2020 – 21

Date: 05-01-2022
Time: 10.30
Place: Staff Room

Members Present:

1. Dr. Pankaj Shrimali   Sd
2. Dr. Kshipra Purani   Sd
3. Prof. Huma Nizami   Sd
4. Dr, Parul Rangparia   Sd
5. Prof. Amrut Patel   Sd
6. Dr. Rasik Patel   Sd
7. Prof. Vikram Chaudhari   Sd
8. Dr. KavitaAnand   Sd
9. Dr. Anjana Patel   Sd
10. Prof. Narendara Patel   Sd
11. Dr. Babulal Panchal   Sd
12. Dr. Babubhai Amin   Sd
13. Dr. Ashok Damakle   Sd
14. Prof. Bharati Danidhar   Sd
15. Dr. Apurva Mehta   Sd
16. Dr. Jayesh Mandanka   Sd

- Item: 1
  To discuss and plan an activity on Constitutional values in students
  Action Taken:
  It was decided to hold a National Webinar on theme of Constitution, Elections and Youth. It was decided to explore the possibility of collaborating with organizations in conducting the webinar. Dr. Pankaj Shrimali took the responsibility of approaching the State Election Commission, Gujarat to seek collaboration for the purpose. April, 2021 was set as a deadline for holding the webinar. Names of prospective resource persons were discussed and responsibilities were assigned to approach them.

    Sd   Sd
Co-ordinator   Administrative In charge

For Communication with NAAC

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