YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**C C Sheth College of Commerce**
• Name of the Head of the institution	**R C Patel**
• Designation	**In Charge Principal**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**07927542761**
• Mobile No:	**9824065042**
• Registered e-mail	**principalccsheth@gmail.com**
• Alternate e-mail	
• Address	**Navgujarat campus, Usmanpura, Ashtram road,**
• City/Town	**Ahmedabad**
• State/UT	**Gujarat**
• Pin Code	**380014**
2.Institutional status	
• Affiliated / Constitution Colleges	**Affiliated**
• Type of Institution	**Co-education**
• Location	**Urban**

• Financial Status	**Grants-in aid**	
• Name of the Affiliating University	**Gujarat University**	
• Name of the IQAC Coordinator	**Prof(Dr.) R.V. Raval**	
• Phone No.	**07927542761**	
• Alternate phone No.	**07927542761**	
• Mobile	**9998813936**	
• IQAC e-mail address	**principalccsheth@gmail.com**	
• Alternate e-mail address		

3.Website address (Web link of the AQAR (Previous Academic Year)	https://ccs.ngc.edu.in
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**75.65**	**2007**	**10/10/2007**	**09/11/2012**
Cycle 2	**B**	**2.69**	**2014**	**10/12/2014**	**09/12/2019**

6.Date of Establishment of IQAC	**01/03/2007**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.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?	Nil	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Development of System for Online Lectures on Zoom and Google Meet, and Free Conference Call
Online Conduct of Examination
Online Submission of Assignment
Development of Digital Material

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

Plan of Action	Achievements/Outcomes
1. NEP 2020 Implementation 2. Social Distancing	1. NEP Cell Development 2. Development of System for Online Lectures on Zoom and Google Meet, and Free Conference Call 3. Online Conduct of Examination 4. Online Conduct of Examination 5. Online Submission of Assignment 6. Development of Digital Material

13.Whether the AQAR was placed before statutory body?	No
• Name of the statutory body	

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	21/02/2022

15.Multidisciplinary / interdisciplinary

The institution follows academic structure prescribed by Gujarat University. Core subjects like Accountancy, Commerce, Statistics are the part of syllabus offered to the students. Over and above, part of multidisciplinary/interdisciplinary approach subjects like Disaster Management, NCC etc. are offered.

16.Academic bank of credits (ABC):

Initiatives undertaken by UGC for implementation of National Education Policy - 2020 as a part of academic reforms in Higher Education and hence the college has made its future plan to establish NEP Cell and thereby bringng awareness about ABC ID creation.

17.Skill development:

The Institution organized Co-operative training program for the students. 2. Training program for Self-defense, Yoga etc. were organized by the institution

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

Initiatives undertaken by UGC for implementation of National Education Policy - 2020 as a part of academic reforms in Higher Education and hence the college has made its future plan to establish NEP Cell to acquaint students about IKS and offer IKS courses such as Indian Knowledge System, Indian Knowledge Tradition etc.

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

With a focus on OBE; the syllabus, COs and POs of all the programmes offered by the college are designed by various Board of Studies of the affiliating university. The faculty members of our college are members of respective Board of Studies and make valuable contribution in framing the syllabus with a focus on

Outcome Based Education. As all the programs offered by the college have clear measurable outcomes and student centric learning methods. Moreover, all of the education system including curriculum, instructions and assessments are aligned with the COs and POs. In addition to above internal evaluation system in all the programs consists of continuous comprehensive evaluation which focuses on OBE.

20.Distance education/online education:

The Institution decided to organize and conduct online academic work in the interest of the students during the pandemic situation of Corona by creating online platforms like MS Team Software, Free Conference Call and Google Meet for teaching-learning activity. The institution created WhatsApp group of teacher-students of each class to communicate easily. The students were made aware and trained about online teaching technology. We also organized practical training of teacher-students regarding online examination. Even online exam for all subjects were conducted during the pandemic situation of Corona. The results were also declared online.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**74**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**1950**

File Description	Documents
Data Template	No File Uploaded

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**392**

File Description	Documents
Data Template	[View File]

2.3 Number of outgoing/ final year students during the year	**588**

File Description	Documents
Data Template	[View File]

3.Academic

3.1 Number of full time teachers during the year	**9.5**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of Sanctioned posts during the year	**18**

File Description	Documents
Data Template	[View File]

4.Institution

4.1 Total number of Classrooms and Seminar halls	**14**

4.2 Total expenditure excluding salary during the year (INR in lakhs)	**1207503**

4.3 Total number of computers on campus for academic purposes	**146**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Gujarat University prepares an academic calendar. The GU has implemented the NEP in the first year of UG level, while the CBCS/elective course system and Semester System have been implemented in the second/third year UG and PG Level. At the beginning of the academic year, an Action Plan, Academic Calendar, and Timetables are prepared and circulated on the WhatsApp group, Website, and Vidyalaya App. HOD arranges a meeting and distributes the Syllabus to all faculty members. Teachers prepare Teaching Plans as per the academic calendar and Learning Outcomes. ICT and well-equipped facilities are made available to the staff and students to ensure effective curriculum delivery and improve their performance. To make learning easy, we provide study materials, old question papers, video lectures, and subjective online quizzes with the use of ICT through the C.C.Shteh College Vidyalaya App and INTRANET Facility. To make learning effective and strengthen, various cocurricular activities are organized. If there are constraints to complete the curriculum, extra classes and practical sessions are conducted. The whole teaching-learning process is monitored regularly and feedback and suggestions are received.

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

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

The College prepares academic calendar in accordance with University Academic Calendar. The objective behind the preparation of the academic calendar is that there should be maximum working days to complete the syllabus and CIE. The Principal conducts meetings with the HoDs and staff regarding smooth implementation of the academic calendar and conduct of CIE. The internal mark of each course is 50% with the implementation of NEP in the first year of UG and it is given based on the unit tests, assignments, seminars, attendance, workshops, book review, projects, etc. In the 2nd and 3rd year of UG and PG , the weightage of internal mark is 30%. Out of the 30 internal marks of each course, 15 marks are given based on the unit tests and 15 marks are given based on assignments, seminars, attendance, workshops, book reviews, projects, etc. All the faculty

members follow the academic calendar tocomplete their CIE task. Assignments are given well in advance and the departments ensure their submission as per schedule. Internal marks are displayed on the notice boards as well as the college website to ensure transparency and correctness before they are forwarded to the university. The HODs monitor attendance and progress of the student every year.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

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

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

The College affiliated to Gujarat University, Ahmedabad. The University designed curriculum, on the basis of Gender,

Environmentand Sustainability, Human values and Professional ethics. The core courses having ethical value will be a part of value education leading towards sensitizing the students on the value of life and preparing them for life. From the year 2023-24, various types of valued and skill enhancement courses have been implemented with the implementation of NEP in the first year of UG level. Gender equality is an important human right. Our constitution gives equal rights to man and woman apart from their gender. Human Rights and Indian Constitution courses regarding Gender Equality are introduced in curriculum of UG. Human Rights Indian Constitution Environmental studies are very important nowadays. Following generic courses regarding Environment and Sustainability are introduced in our curriculum to educate UG students. Environmental Science Environments Studies Disaster Management Indian Geography With the implementation of NEP 2020 in first year of UG level, University introduces various Value added, Skill Enhancement, Professional ethics and Human values added courses.

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	**No File Uploaded**

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

0

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

725

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	**No File Uploaded**

2.1.2 - Number of seats filled against seats reserved for various categories (SC,   ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

404

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	**No File Uploaded**

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

C.C.Sheth College of Commerce admits students through Merit list based on their score in the 12th examination and category strata as stipulated by regulatory authorities provided by Gujarat University.

Therefore, the admitted students reflect a combination of bright students and average students. To help the admitted students to cope up with the new learning environment, a number of measures are taken by the college for their betterment. Previous year University Papers are available to all students and the learners of all categories are benefitted with depth Guidance. Students are encouraged & invited to interact with concerned faculty members to discuss the progress of and concern about their child. All the concern department faculties keep the records of all learners, specifically their regularity in the college and performance in all examinations for every subject. Based on the assessments, students are classified into Slow Learners and Advanced Learners. After the identification of the type & need of learners, concern departments employ various initiatives to address the needs of learners.

For Slow Learners:

Online Assignments for practice

Extra remedial / repeat practical sessions via Zoom Meeting App

Need-based special coaching and counseling on Zoom Meeting App

For Advance Learners:

Peer Teaching (Seminar) via Online Meetings

Guidance for Time Management and How to Write paper Effectively

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

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

Number of Students	Number of Teachers
574	10

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

During the phase of COVID-19 pandemic, faculties of college altered their teaching methodologies and took over online platform using app Free Conference Call such as interactive lectures, project-based learning, and computer-assisted instruction, with PowerPoint presentations utilized to enhance engagement. Emphasizing student involvement, activities include group discussions, quizzes, and current event analysis. The college prioritizes student-centered approaches to foster lifelong learning skills and how to maintain connectivity with studies during pandemic.

1. Experiential Learning: Supplementary courses are provided to support experiential learning, aiming to enhance creativity and cognitive abilities.

2. Participatory Learning: Students participate in various activities like protocols to be used during COVID 19, and projects on safety during pandemic.

3. Problem-Solving Techniques: Expert lectures and technical competitions are sponsored to enhance problem-solving abilities. The institute employs innovative student-centered strategies including online technological tools like Google Classroom and PowerPoint presentations, to promote collaborative learning and skill development through online meeting engagements.

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

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

To conduct instruction and give students an improved learning experience, teachers employ online learning resources using Free

Conference Call, social networking sites, and blended learning systems trying not to stop studies of students.

In addition to helping students stay up with the modern digital and virtual world, the use of ICT by teachers like using Projector and PPTs in the classroom which has assisted the college in developing a student centric learning strategy.

It is possible to set up the online infrastructure via Virtual App to communicate, share information, provide soft copies of material and a syllabus, hold online exams, post assignments (Retests), YouTube, email, Whatsapp groups, Zoom, and Google classrooms. For the purpose of enhancing and maximising students' learning, our E-content/study material of various courses and subjects are frequently shared on social online app to the students.

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

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

2.3.3.1 - Number of mentors

10

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

10.5	

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

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

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	**No File Uploaded**

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	**No File Uploaded**

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

During the phase of COVID 19, college has a set procedure for internal examination using Google forms throughout the year. A student is required to appear in two internal exams per year uploading examination paper on Google Drive as per the academic schedule. At the beginning of the semester, the academic calendar is used to determine the internal examination according to the timetable and shared with the students the roadmap of working during pandemic using social app. The academic calendar supports the teachers to complete unit tests, which may take the form of assignments, PowerPoint presentations, subject-specific quizzes, or other methods determined, by the subject teacher using Google Meeting App. The test results are declared online, and each student is free to inquire about their performance and results. Their scores can be quickly adjusted if there are any errors found at admin level or rechecking platform.

All online internal exams are recorded by the concerned subject teacher. The university receives the results of internal exams, online assignments, and class participation and approved by the examination committee.

Before sending results prepared through online examination to the Gujarat University, the students are shared the results at Whatsapp Platform.

This approach is excellent for helping students building their personalities during such complicated phase of COVID 19 at all the levels. The Soft and Hard copy of the student's result is stored in the internal-examination area in the custody of Examination Committee after the pupils have seen the answer sheet.

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

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

The college has a well-organized procedure for overcoming complaints about online examination-related issues and queries as the year

fully rolled in Pandemic trauma. In order to redress examination related complaint, the student may connect online or via voice calling with the teachers, examination committee, and principal.

Online evaluation work is being completed for the internal examinations at the college level.

Subject expert other than the previous assessor is appointed by the college time to time and if there is a score change, the internal examination committee adjusts it. The internal examination committee itself handles any test- related complaints or disputes raised by the students if they can't login and join the lectures online meeting. By holding regular online meetings with the internal examination committee, the principal and faculty supervisor keep an eye on the overall process and makes sure that no space arise for cheating and misappropriation implementing online lectures and meetings with students.

University exam-related complaints can be filed online by the student. On the bases of (RTI) upon request from the students those who were dissatisfied with their online exam results might request a revaluation or reassessment from the university and to aid this, college sends a photocopy of the internal mark sheet together with an application to the university to fix the error for students whose marks are not recorded or improperly entered as a result in the student's Mark sheet.

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

2.6 - Student Performance and Learning Outcomes

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

TheProgramme and course outcomes of the Programmes offered by theinstitution are informed to the teacher in the departmental meetingsand to the students during the induction progrmme. They are alsodisplayed on the institute`s website for wider dissemination. Program outcomes are tailored to the specifics of each program

andare derived from the Program Education Objectives. During mandatoryorientation programs, all new students are informed about theobjectives and expected outcomes of their program. Furthermore, thecomplete syllabus, learning objectives, and assessment plan for eachcourse are shared with the students.

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

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

TheProgramme and course outcomes of the Programmes offered by the institution are informed to the teacher in the departmental meetings and to the students during the induction progrmme. They are also displayed on the institute`s website for wider dissemination. Program outcomes are tailored to the specifics of each program and are derived from the Program Education Objectives. During mandatory orientation programs, all new students are informed about the objectives and expected outcomes of their program. Furthermore, the complete syllabus, learning objectives, and assessment plan for each course are shared with the students.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

588

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://ccs.ngc.edu.in/naac/#criteria_ii

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

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

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

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

0

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

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

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

0

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

0

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

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

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

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0
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File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	**No File Uploaded**

3.3 - Extension Activities

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

Due to the Covid 19 activities not possible.

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

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

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

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0
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File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

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

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

0

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	**No File Uploaded**

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

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

3.4 - Collaboration

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- **Policy of creation and enhancement of infrastructure that facilitates effective teaching and learning centers around the following considerations:**

  ○ **Facility for operating computer and Power Point in each classroom.**
  ○ **Installation of CCTV Camera in classrooms as well as focal points in the campus.**
  ○ **New green boards in classrooms.**
  ○ **Availability of LCD Projector and Computers.**
  ○ **We follow the policies of our parent trust Vidyabhavan Trust for creation and enhancement of infrastructure facilities.**
  ○ **The institution receives maintenance grant from state government and utilizes it for regular maintenance of the infrastructure.**
  ○ **We utilize development grant released from time to time by UGC for enhancement/upgradation of teaching – learning facilities.**
  ○ **In consultation with the Trust, we have upgraded teaching – learning facilities from time to time as mentioned here under –**

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

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

- **Sports and Yoga Facilities :**

  Apart from the academic activities, the institution has encouraged students to take part in the University, State and National level competitions. The Director of Physical Education organizes Annual Sports Day every year. Required equipments, kits and sportswear are all provided with.The college participated in differentlevels competitions and performed excellently. Many students got selected for inter-university, All-India level competitions during last five years.

  Yoga and meditation orientation sessions are conducted for students and faculty members. International Yoga Day is celebrated every year on 21st June in the campus.

  Cultural Facilities :

  For complete development of the students they must be encouraged for cultural and artistic activities too. The institution is centre for immensely talented students and faculties who motivates to be the part of cultural events. The Saptdhara and Cultural Committee nurtures the skills of students under the guidance of faculty in charge. The college students take part in the University Fouth Festival as well as Cultural events conducted by different organizations every year. The institution organizes 'cultural week' for the students every year. Students participate enthusiastically in the cultural programs organized by the Institution.

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

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

14

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**No File Uploaded**

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

972789

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

4.2 - Library as a Learning Resource

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

The library committee plays vital role in the infrastructural requirements of the library, particularly with reference to purchase of books, journals, softwares and providing access to online journals.

The details of the library are as following:

- Total area of the library (in Sq. Mtrs.) : _____
- Total seating capacity : 150 students

- Working hours

  ○ On working days : 7: 00 am to 7: 00 pm
  ○ On holidays : Library remains closed on holidays
  ○ Before examination days : 7: 00 am to 7: 00 pm
  ○ During examination days : 7: 00 am to 7: 00 pm

- Layout of the library:

  ○ Lounge area for browsing and relaxed reading : YES
  ○ IT zone for accessing e-resources : 20 computers with Internet

The college has good collection of about 20,852 books. A number of books and journals are added every year. The Central Library subscribes 50 Periodicals, Magazines, Research Journals and 11 Newspapers. The Library has online access to e-resources which provides more than 6,000 online Journals and 30,0000 e-resources.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

12600

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

15

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has integrated IT into everyday activities on campus and office. IT has been incorporated into the college activities for better teaching, learning, evaluation process and making the administrative work efficient and transparent.

- ○ **Administrative office is fully automized. All non-teaching staff is facilitated with computers, printers, barcode scanners, LAN etc. It is also equipped with software like Office Management Software, Online Scholarship Management Software, Online Admission & Fee Management Software.**
- ○ **The Central Library is the core of the institution. We have user friendly Central Library with computers, printers, barcode scanners and internet connection.**
- ○ **The Campus Wi-Fi systems with the help of 10 routers and Optic Fibre Network having high band width is provided to teachers and staff.**
- ○ **The college has developed an informative dynamic Website.**
- ○ **The college has licensed version of Windows 7.**
- ○ **2 PC with internet facility in Staff-room.**
- ○ **4 PC with internet facility in administrative office.**
- ○ **20 computers with internet facility in library.**
- ○ **120 computers with Internet facility are available for the students in 2 computer laboratory.**

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

4.3.2 - Number of Computers

146

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

30734

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

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

The college has well established mechanism for maintenance of campus infrastructure. The parent trust ensures the maintenance through UGC grants, State Government grants to upkeep the infrastructure. The institution collects suggestions from the Stakeholders and on the basis of requirements infrastructure is upgraded through different agencies.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

504

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

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

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

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

0

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

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

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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

0

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

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Institution facilitates students' representation and engagement in various committes namely IQAC, Anti-Ragging, Grevience Redressal, ICC, Student Union. Students help in organizing various cultural, Academic and Extension activities.

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

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

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

0

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

5.4 - Alumni Engagement

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

Due to Covid 19 pandemic, it was not possible to havesignificant contributionto the development of the institution through financial and/or other support services

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Started in 1969 as Navgujarat Vanijya Mahavidyalaya offering graduation and post graduationcourses in Commerce , the institute was renamed as CC Sheth College of Commerce in 1995. The college is a member institution of the Navgujarat Group of Colleges. The grant-

in-aid college is affiliated with Gujarat University and offers undergraduate and postgraduate courses in Commerce education. CC Sheth College of Commerce has undergone two rigorous rounds of inspection by the National Assessment and Accreditation Council (NAAC) and received B+ Grade in 2013. The college is also the recipient of the Best College Award by India Today Nielsen Survey in June 2013. The institute aims at preparing commerce graduates to be able toeffectively contribute to the needs of world trade and commerce. Vision The mission statement is our effort to reflect basic institutional qualities, to address needs of the society and students and to take instead future challenges. Mission To Prepare Commerce Graduates competent to contribute effectively to the needs of the world of Trade and Commerce.

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

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

At formal level , we adopt following structure : Vidyabhavan Trust and Principal take care of – Liaison with UGC and State Govt. for financial resources and policies. Keeping in touch with University for administrative matters. Keep in contact with eminent citizens and evolve welfare schemes for students and staff. Regular meetings with staff for feedback and suggestions. Faculty members operate in the following spheres – Department meetings for planning, work distribution, research oriented discussions, examinations and assessments. Liaise with Principal and Students' Union to plan and execute co-curricular and extra-curricular activities. Administrative staff functions in the following manner.Accomplish process of admissions and preparation of documents required for students at various instances. Preparation and preservation of various records for staff, students and institutions. Students' Union gets involved in decision making in the following way. Keep in contact with Principal and staff members for day-today matters pertaining to students. In consultation with faculty members, plan and execute cocurricular and extra- curricular activities with support of team of volunteers. Students' Union has remained a rewarding hand to establish rapport with PTA and Alumni. As stakeholders are pat of the various statutory committees, the effective leadership is visible in various institutional practices

such as decentralization and participative management.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Implementation Timeline: Short-term (1-2 years): Curriculum revision and introduction of new courses. Initial faculty development programs. Launching mentorship and counseling systems. Upgrading IT infrastructure and classroom technology. Mid-term (3-5 years): Establishing research centers and innovation labs. Comprehensive faculty and student development initiatives. Expanding community engagement programs. Full implementation of the Academic Bank of Credits (ABC) system. Long-term (5-10 years): Achieving significant research output and innovation.

Becoming a model institution for NEP 2020 implementation. Sustaining and enhancing quality education and community impact. Monitoring and Evaluation: 1. Establish an NEP 2020 Implementation Committee to oversee the plan. 2. Conduct regular progress reviews and impact assessments. 3. Utilize feedback from stakeholders to make necessary adjustments. 4. Publish annual reports on implementation status and outcomes

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

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

The Management of the Institution is visionary and committed and it monitors the following processes: Teaching-Learning Process, Recruitment, Promotion of Staff, Freedom for Academic Development, Financial Support, Evaluation of Teachers Performance. The

recruitment of the teacher is as per the norms of the UGC, State Government and the affiliated University. The institution working hours are set according to UGC and Government of Gujarat norms. GPF, Casual Leave, Medical Leave, Maternity leave, etc., have benefited the teaching facult and administrative staff. Each and every staff as and when eligible for a promotion by acquiring required qualification and the score as stipulated by the API of UGC norms, the College management follows theprocedures as early as possible for his / her promotion

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

The permanent members of the college Staff of the grant-in-aid classes enjoy the benefits of the Government welfare schemes. They have also formed a "Navgujarat College Staff co-operative credit society" which has been duly registered and functions strictly as per the Government norms and providesfinancial support to the members.

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

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

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

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

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

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	**No File Uploaded**

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

The college has an effective performance appraisal system for both teaching and non-teaching staff. For assessing performance related to teaching, the evaluation indicators are academic excellence gained by the students, learning the outcome of the students and the API scores of the faculty. For non-teaching staff, the indicators are efficiency, economy and time-bound completion of tasks. Following efforts of the College Management definitely foster academic environment on the campus. Regular and direct dialogue with faculty members to identify their requirements. Freedom to implement policies and plans including teaching, testing and library development during the year. Support short term training programs with residential facilities. Promote research culture by organizing special function under the name 'SNEH MILAN '. Transparency in admissions, administration and appointments.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The internal audit is carried out by the officials deputed by the Trust.The management has appointed internal auditors who carry out bi-annual internal audits. A statutory financial audit is carried out by an external, qualified auditor. The audit report is tabled in the management committee meeting. All the bank accounts are operated jointly by the Principal and management trustee. The external audit is carried out by the government Financial audit (esp. for grant purposes) is carried out by an official deputed by the Department of Higher Education, Government of Gujarat. Internal audit is a continuous process and is done on regular basis. Statutory audit is done at the end of every financial year. The last audit was completed for the financial year 2022-23. No major audit objections were raised. However, routine audit queries were complied.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

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

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

Fund mobilization is through the following sources 1. Salary grants 2. Student fees 3. Management support. Optimal utilization of resources and funds is ensured as under: 1. Student fees are credited through a separate bank account. 2. Generally, the majority of the capital expenses are borne by the management. Some of the capital expenses related to the library and IT hardware etc. are borne by the college. 3. Any financial aid received in form of grants is utilized strictly as per the guidelines of the financing agency Financial planning is ensured through preparation of a financial budget at the beginning of the financial year. 4. Six monthly reviews of the income and expenditure are carried out 5. Bank reconciliation is generally carried out on a bi-monthly basis. Cash expenses are limited to Rs. 5000 and all payments are primarily in the form of cheques or digital payment mode. 6. To ensure optimal utilization of resources three comparative quotations are sought from qualified vendors. 7. Inspection, and verification of all incoming material, stationary, books, IT hardware, etc. is a matter of regular practice before the payment is processed. 8. Valuable assets are in custody of identified people and the entire campus is under CCTV surveillance to ensure the safety of the assets.

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

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) indeed plays a crucial

role in ensuring quality assurance within educational institutions. By implementing effective strategies and processes, IQACs help in institutionalizing a culture of quality across various facets of the institution, including teaching, research, administration, and infrastructure. Here are some ways in which IQAC contributes significantly to institutionalizing quality assurance: Teaching methodologies, student performance evaluation, and infrastructure facilities. IQACs often facilitate feedback mechanisms involving students, faculty, and other stakeholders to gather inputs for continuous improvement. IQACs help institutions to achieve and maintain accreditation status, which enhances their credibility and reputation. IQACs ensure that quality assurance remains a priority at all levels of decision-making. Course plan base teaching learning process. Use various methods of teaching like- Classroom discussion, Group discussion(GD), Students' Presentation, Assignment, Viva-Voce, Question Answer sessions, Internal Exam, Project work, Survey, Use of ICT tools, Field work, Guest lecture, Special lecture for faculty, Arrange Study tour etc. Teaching learning outcomes:- Exam results, Continuous Evaluation, Poor students and star students batch, Subject wise Exit Survey, Student Satisfaction Survey(SSS) etc. IQAC observed and contribute to improve the quality and standard of institutions.

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

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

Reviewing the teaching-learning process, operational structures, methodologies, and learning outcomes at periodic intervals through the Internal Quality Assurance Cell (IQAC) is a hallmark of a proactive approach to quality enhancement in educational institutions. Here's how this process typically works: Collection of the syllabus of Gujarat University. Staff and departmental meeting and discussion of syllabus. Collection of reference books and other materials. Syllabus and workload distribution and develop class-wise time table. Student learner-centric practice -Encouraging active learning with advance teaching tools. - Soft skill, Counselling and career guidance. - Promotion of gender equality during the year. - Arrange Guest lecture and study tour - Planning of value added

courses and different awareness programme. - Entrepreneurial guidance and motivation

Internal exam plan and guidance The IQAC in its annual Plan of Action makes several recommendations aimed at bringing about general improvements in the overall functioning of the College. The institution enhanced students centric methods to make teaching interesting. During this period the College launched to cater to these developments and to attend to thechanging requirements, the college has undertaken many steps to reform the teaching-learning process and facilities. These include Additional Books and Journals, organizing guest lectures, seminars/conferences.

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

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equity is one of the core principles and cultural values of the college. The management and top leaders of the college are cognizant of their social responsibility in promoting gender equity and sensitizing the stakeholders through policy initiatives, wellthought gender interventions, progressive curricular and cocurricular activities that underline the need for inculcating.

Due to Covid 19 pandemic, it was not possible to initiate any activitiy.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college offers a variety of waste management options for both biodegradable and non-biodegradable waste, with a strong emphasis on reducing, reusing, and recycling. Various types of garbage cans are available across campus to handle different waste streams, including liquids and solids. A campus-wide initiative has been launched to eliminate single-use plastics, urging everyone to minimize plastic

usage. Solid waste management is organized with multiple garbage cans strategically placed in departments to segregate waste at its source. Efforts are made to recycle all waste components efficiently, minimizing resource consumption, including labor. Waste disposal is conducted responsibly at every point of origin. Liquid waste is carefully managed to avoid any adverse impact on the municipal drainage system. NSS and NCC volunteers are actively involved in educating and demonstrating proper waste disposal practices in Galpadar village. E-waste is consistently delivered to authorized vendors for proper recycling and distribution. The college is actively exploring alternative solutions to reduce waste generation. Regular educational sessions ensure that all students are familiar with the waste recycling process.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	**No File Uploaded**

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

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	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Various institutional efforts and initiatives are carried out round the year to provide responsible citizens for the nation and inculcate human values, the spirit of diversity, respect for the constitution, and a positive outlook towards all sections of the society thereby contributing to developing a vibrant Bharat i.e. India.However, Due to Covid 19 pandemic, we were unable to do such activities.

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

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

Due to Covid 19 pandemic, we were unable to do such activities.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,	**A. All of the above**

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

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

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

Due to Covid 19 pandemic, we were unable to do such activities.

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

7.2 - Best Practices

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

1.Student Learner-Centric Practice Personalized Learning Plans: Develop individualized learning plans based on students' strengths, interests, and goals. Active Learning Strategies: Employ methods such as collaborative projects, problem-based learning, and interactive activities to engage students actively in their learning process. -Formative Assessment: Use continuous and varied assessment

methods to provide timely feedback and guide student learning.
-Technology Integration: Utilize digital tools and resources to
support personalized and interactive learning experiences. Student
Voice and Choice: Encourage students to take ownership of their
learning by involving them in decision-making processes related to
their education.

2. Vertual Teaching-Learning

During the pandemic, the college swiftly adopted online education to
ensure uninterrupted academic and administrative work. Training was
provided to staff and students on using MS Teams for virtual
classes, while WhatsApp groups facilitated communication. Teachers
were encouraged to create online content, video lectures, and
YouTube channels. Administrative processes, including admissions and
fee collection, were also conducted online. Additionally, internal
exams were held online, with results declared digitally. Co-
curricular and extracurricular activities continued virtually,
making the transition to remote learning a successful experiment
despite the challenges of the global crisis.

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

7.3 - Institutional Distinctiveness

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

"Transforming Lives; Enriching Futures"

Our institution is characterized by its commitment to holistic
student development, focusing on intellectual, social, physical, and
emotional growth.

Intellectual Development:

Academically, we stand out with quality education, innovative
teaching methods, and a rigorous curriculum supported by experienced
faculty and modern facilities. Beyond academics, we emphasize soft
skills essential for global success and offer industry exposure to

enhance job readiness.

Social Development:

In non-academic realms, we support sports, cultural activities, and community service projects that foster social skills, empathy, and leadership. Our students engage actively with societal issues and participate in benevolent activities benefiting marginalized groups.

Physical Development:

Physical fitness and teamwork are promoted through sports events and activities facilitated by our NSS and NCC units.

Emotional Development:

Emotional development is nurtured through mentorship and counseling programs, ensuring students are equipped to face academic and personal challenges. Ultimately, our institute aims to produce well-rounded individuals prepared to make positive contributions to society.

Due to Covid 19 Pandemic, not possible to most of the activities

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

7.3.2 - Plan of action for the next academic year

MOUs with NGOs, Academic Institutions and Industries

Promotion of Research - Publication of Research Papers and Research Projects from Various Funding Agencies

Institution of Job-oriented Courses/Value Added Courses/ Certificate Courses

Involvement of Stakeholders

Insdustry Tie-up

Accreditation of Various Agencies