YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	V. N. S. Bank Ltd. Arts & Commerce College, Vadnagar
• Name of the Head of the institution	Dr. Dilkhushbhai U. Patel
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	8866532217
• Mobile No:	9427349691
• Registered e-mail	accollege022@gmail.com
• Alternate e-mail	dilkhushpatel91@gmail.com
• Address	Near Railway Crossing, Station Road, Vadnagar
• City/Town	Mehsana
• State/UT	Gujarat
• Pin Code	384355
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Urban

• Financial Status	Grants-in aid
• Name of the Affiliating University	Hemchandracharya North Gujarat University, Patan
• Name of the IQAC Coordinator	Dr. Minaben J. Chaudhari
• Phone No.	9428461249
• Alternate phone No.	9427349691
• Mobile	
• IQAC e-mail address	accollege022@gmail.com
• Alternate e-mail address	chaudharimina1981@gmail.com
3.Website address (Web link of the AQAR (Previous Academic Year)	https://accvad.ac.in/
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	https://accvad.ac.in/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.58	2015	14/09/2015	13/09/2020

6.Date of Establishment of IQAC	15/06/2013

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
Institutional	NSS	HNGU, Patan	2021-22	54573

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	03	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• 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)

conduct lectures as per the timetable conducting internal evaluation test Extra curricular and co-curricular activities including Saptdhara Implementation of Academic Calendar International (LSRM-2021) in multidisciplinary subjects

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
Formation of committee and work allocation	Co-Ordinator's of different committee arranged programs accordingly
World Yoga Day celebration	Faculty and students performed yoga in college premise.
To schedule timetable and academic calendar	Faculty arranges classes as well as extracurricular activities as per their schedule.
Republic and Independence Day Celebration	Faculty, staff , members of management and local body members joined to celebrate Republic and Independence Day/
To arrange International Conference	College organized International Multidisciplinary Conference (LSRM-2021)
Enhance Research environment by promoting research activities to teachers	The IQAC and Research Committee promote and encourage teachers for publishing research papers, attending seminars and workshops, applying for recognized research guides for creating research environment in the institute
To arrange certificate courses	College arranged Tally, and Spoken English courses for the beneficiary to the students and Pre-school Education in collaboration with the Children University, Gandhinagar

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Vadnagar Education Trust, Vadnagar	08/07/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	04/02/2022

15.Multidisciplinary / interdisciplinary

- The institute runs two International Multidisciplinary Peer Reviewed Research Journals entitled 'SOHAM' and 'ATMAJ'
- The institute offers multidisciplinary programs to the students
- The institute organize International Multidisciplinary Conference every year.

16.Academic bank of credits (ABC):

Work in progress

17.Skill development:

The institute runs four programs for skill development of the students.

1. NCC 'C' and 'B' certificate programs
2. Tally certificate course
3. Spoken English
4. Pre-school Education certificate course

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

- The institute offers students Gujarati as a Core Course and Hindi and Sanskrit as core Elective Course.
- History is given to the students for the betterment of the cultural habitant.

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

- To hold periodic extra, co-curricular activities for developing different skills and talents of the students.
- To provide value added education by organizing spiritual lectures to enrich the spirituality and moral values in the students.
- To provide proper guidqance about the preparation of competitive examination through UDISHA.
- To recognize the hidden creative talents of all the students in various cultural activities and thereby providing them a platform to perform and enrich their talents.

- To encourage and help each students to grow and progress by achieving a clear understanding and acceptance of one's strength, interest, abilitites, weaknesses, skills and values.
- To assist the students in technology and managements with the knowledge of latest trends in the field of information and communication technology.

20.Distance education/online education:

The institute doesn't provide any course online or on distance mode this year.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	290

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	818

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	730

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	426

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	14

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	0

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)	35.25
4.3 Total number of computers on campus for academic purposes	60

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

The College is affiliated to the Hemchandracharya North Gujarat University, Patan and follows the University designed curriculum to operate UG and PG.

- **The University prepares an academic calendar that specifies**

the duration of the semester, the date of commencement and end of semesters. CBCS and elective course system have been implemented in all courses offered by the College.

- In College Prospectus and Welcome Ceremony all the information regarding programs, selection of courses, weightage of marks in the internal and external examination, activities of Saptdhara, NSS, NCC and Sports are introduced.
- An Action Plan, Academic Calendar and timetables for all programs are prepared by the IQAC and HoDs and circulated to the staff.
- Starting of academic year, the IQAC and HODs of every department arrange meeting and prepare Program and Learning Outcomes of the syllabus.
- PPTs and YouTube videos are prepared to encourage the students.
- The whole teaching-learning process is monitored regularly.
- The feedback and suggestions received regarding syllabus communicated to university for modifications through our teachers who are members of various university bodies like EC, AC and BOS.
- We find slow, average, and advance learner and plan time remedial lectures for them.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1sU_97QyhgU6YkVXkvMvkPiB6fuFJCJuq/view?usp=sharing

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

The Institution is affiliated to Hemchandrachary North Gujarat University, Patan and the University prepares the academic calendar.

- The College prepares its academic calendar accordance with university at the beginning of the academic year. The academic activities and schedule of examinations is generally worked out according to the academic calendar provided by the University.
- The College uploads academic calendar on college website and on notice board to enable the students to know well-in advance.
- During the orientation of new students, they are informed

about the academic calendar of the college and the CIE.

- The Principal conducts meeting with HoDs and Staff regarding implementation of academic calendar.
- The HoDs conduct departmental meetings to conduct of CIE. Out of the 30 internal marks of each course, 10 marks are given based on the unit tests and 10 marks are given based on assignments, seminars, workshops, book review, projects, and 10 marks for attendance, etc .
- Internal marks are displayed on the notice boards to ensure transparency and correctness before they are forwarded to the university.
- All the matters relating to assignments, HoDs discuss unit tests, marks, and performance in the meeting.
- The institute follows University Academic Calendar for major activities during the year.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://drive.google.com/file/d/1T06usQak_VBzu9HPvaS1x65O_8tDRgWF/view?usp=sharing

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

290

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)

04

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

108

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

108

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

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 Hemchandracharya North Gujarat University, Patan. The University designed curriculum, on the basis of gender, Environment and 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.

- **Gender equality is an important human right. Our constitution gives equal rights to man and woman apart from their gender. Following generic courses regarding Gender Equality are introduced in our curriculum to aware UG students.**
- **The need for sustainable development is key to the future of mankind. Continuing problems of pollution, loss of forest, solid waste disposal, degradation of the environment, issues like economic productivity and national security, Global warming, the depletion of the ozone layer and loss of biodiversity have made everyone aware of environmental issues. Following generic courses regarding Environment and Sustainability are introduced in our curriculum to educate UG students.**

  - **Environments Studies**
  - **Disaster Management**
  - **Indian Geography**
  - **Business Ethics**

- **University introduces various Skill Enhancement courses as compulsory generic subjects. Professional ethics and Human values added courses are offered to UG students of College.**

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

03

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

95

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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	View File
URL for feedback report	https://drive.google.com/file/d/1_XIyFoc5Ae_Uy3P3Y1wW9FFCGHX9oO6o/view?usp=sharing

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

920

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

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

820

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

In our institute we identify slow and advanced learners by conducting the first internal test and various activities like:

- **Past academic history/ Parents feedback**
- **Performance in assignments**
- **Counseling**
- **Orientation Program**
- **Student’s involvement in academic and curricular and extra curricular activities**
- **Faculty feedback**
- **Involvement in the classroom activities**

On the bases of various activities/tests, the departments divide them into two groups of Advanced learners and Slow learners. These two groups are treated with different strategy. The slow learners are taken special care so that they can be brought to the level of mainstream student. The departments frame the timetable in such a way that this group of slow learners gets two lectures extra every week. The teachers try to be helpful. The teachers provide them that study material which is easier for them. The advanced learners are guided by their teachers for extra reading. The advance learners are given extended library facilities extra library tickets are also given to them. These advanced learners are also encouraged to participate in seminars, conferences, workshops, and University camps held at other colleges in the state. They are also motivated to prepare for competitive examinations like GPSC, UPSC and others.

File Description	Documents
Link for additional Information	https://drive.google.com/file/d/1_EXzubA-OiUorqGyFpmFz8b_TjKvyliN/view?usp=sharing
Upload any additional information	View File

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

Number of Students	Number of Teachers
941	23

File Description	Documents
Any additional information	View File

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

The institute considers students at the center of everything. They are the real stakeholders of the institute. All the academic, co-curricular and extra-curricular activities are held in view for their overall development. Students' enthusiasm, involvement and willingness make learning more students centric, inter active, experiential, and participatory.

- **Participatory learning activities like the presentation of seminars, assignments and project work.**

- **Students are encouraged to participate in Seminars, Workshops, 'Saptdhara' program, NCC, NSS and other competitive events.**
- **Remedial coaching is provided for weak and slow students.**
- **Revision of practical work is beneficial to both slow and advanced learners.**
- **Various departments conduct several activities like seminars, debate and elocution on current issues, group discussion, and quiz.**
- **A culture is imbibed among the student that the acquisition of the knowledge and the skills not only takes place during their affiliation with the college, but it is a lifelong learning process**
- **Industrial, field, educational visits, etc. are organized.**
- **International Conference (LSRM-2021) is organized to increase**

the research ability of the PG students as well as the staff.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/10AwfoYXH- CsyUep2e010toiqTWtFFWZ/view?usp=sharing

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

The Institution has adopted following steps for innovation and creativity in teaching learning process:

- **The Institution has established thirteen classrooms with installment of Intercommunication system along with well-equipped facilities like CCTV and LED projectors used for screening of educational movies as well.**
- **The Labs (Computer Lab and Psychology Lab) have been upgraded.**
- **The faculties use innovative teaching methods such as use of ICT, PPT presentation, use of charts, posters, models, screening educational movies, syllabus-based movies and short documentary films etc.**
- **All the departments introduced Mentor-Mentee system among the students since 2017-18. This has boosted up the confidence of students and made it easy for them to cope up with academic as well as stress related issues.**
- **The Institution became instrumental in distribution of tablets to the new entrants by the government. More than 1000 students received tablets in 2017-18. This provides them easy excess to the vast world of knowledge.**
- **Teaching through PPT in combination with internet has made teaching and learning enjoyable.**
- **Students exchange and Faculty exchange programme and Invited Guest lectures of eminent faculties in many departments are the innovations of recent years.**

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://drive.google.com/file/d/1FVhOxfB4pR0M6ci8AbK7Q2TB9kByPxLh/view?usp=sharing

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

23

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

2.4 - Teacher Profile and Quality

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

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

15

File Description	Documents
Any additional information	View File
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)	View File

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

281

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

- To ensure rigor and transparency in the internal assessment, the examination committee is formed internally.
- The ratio of the weightage of marks in core compulsory subject is 70% through External Exam and 30% through continuous internal evaluation as per the university rule.
- The systems of internal assessment notifications are communicated to the students well in time. The setting of question paper as per the university examination pattern.
- The facility of in-house printing of the question papers is available. Examination committee prepares the in-house printing schedule and the representative of the respective department remains present accordingly to maintain secrecy. The respective faculty evaluates the test papers promptly and answer papers are submitted to college factotum with in time.
- The CIE includes:

  - MCQs
  - Assignments
  - Seminars
  - Projects

- Mark sheets of internal marks are circulated. The rechecking/reassessment system in the internal examination is available. The rules for gracing decided by the examination committee are communicated to students.
- The external practical examinations are also conducted, and the result is submitted to the university by examiner.

Students are giving instruction regarding practical exams and their doubts regarding practical exams are cleared.

File Description	Documents
Any additional information	View File
Link for additional information	https://docs.google.com/document/d/1D4_kFch_zCzXO0xwQrew48wjbQ9epF-/edit?usp=sharing&ouid=108267981565124892906&rtpof=true&sd=true

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

College Level:

- **In case the students are dissatisfied with their result in the Internal Test they are allowed to apply for Rechecking/reassessment by filling in a prescribed form along with the fees for the same.**
- **The answer sheet/s of such students are sent to the Head of the Department by the Principal/Examination Committee.**
- **The HOD gets the reassessment done and submits the result along with his report to the Examination committee. If there is an improvement in the result, it is rectified soon.**

University Level:

- **If a student is dissatisfied with result in the University Exam the process according to the rules of the University.**
- **Although the passing out final exams are conducted by the affiliating university and marks sheets and degree certificates are issued by the university.**
- **The college appoints the examination committee, which takes complete responsibility along with the office staff to conduct the entire examination process smoothly.**
- **To get the results, marks sheets, and degree certificates from the university, the college has assigned designate office staff.**

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1ZhuokFvp0AekXIUDVCkunV0LXjui5u60/view?usp=sharing

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.

- **The BOS of affiliating university prepares the syllabus of each course of the subject. Syllabus of each course communicated to colleges and also available on the University website.**
- **Starting of academic year HOD of each department arrange a departmental meeting regarding the Distribution of Syllabus to all faculty members. The department prepares Program Outcomes (POs), Programs Specific Outcomes (PSOs) and Course Outcomes(Cos). The POs, PSOs and COs and link of the syllabus of each program and course are displaying on College website and hence the students can access any time online.**
- **The college ensures that these POs, PSOs and COs are also communicated to the students through either providing a photocopy or in any case it is dictated in the classrooms. The departments ensure that these POs, PSOs and COs are properly explained and made to understand in the orientation programme itself.**
- **Each subject teacher makes sure that the outcomes are specially explained and notes on these are given so that the students are well informed.**
- **The entire program and special lectures and discussion in the classroom teaching are centered around these. Hence there is a continuous communication of the POs, PSOs and Cos.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1mVEbBTi114x6Iu0Vhxqk_irC8_yAqH4y/view?usp=sharing
Upload COs for all courses (exemplars from Glossary)	View File

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

Direct Method:

- **In direct assessment, the course outcome is assessed through internal examinations and a final examination at the end of the semester.**
- **The questions for the internal examinations are framed in line with course outcomes and the attainment is assessed from the answer scripts. The results of the final examinations are used to measure their attainment of POs and Cos.**
- **The overall Course Outcome is calculated by taking the average of percentage attainment of internal assessment and final examination. Computing all COs attainment enables the assessment of POs attainment.**
- **Various Co-curricular activities such as seminars, workshops, book review, projects, assignments, etc. are also useful for the attainment of POs and COs.**

Indirect Method:

- **The indirect method of assessment is done through feedback collected from the outgoing students at the end of the course.**
- **The college has the following mechanism to analyze data on the student performance and learning outcomes to use it for planning and overcoming barriers of learning:**

  - **Result analysis**
  - **Remedial Coaching**
  - **Student Counselling**
  - **Identification of weak learners**
  - **Identification of advanced learners**

- **Feedback mechanism and action-taken report**

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1wxKzLIQtFRRASYgrbhtt-WFOH2n8rUkr/view?usp=sharing

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

550

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://drive.google.com/file/d/1hYfqNqwYXftv1lZMgqc37l4PBy0oyvrF/view?usp=sharing

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://drive.google.com/file/d/1rs0GoZ0SsTe-TwoIq0NfnNLfd1JLUdU5/view?usp=sharing

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)

00

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://docs.google.com/spreadsheets/d/1-Vsgw9WXLRQGp-4DdntkkcsYO7XSMFvy/edit?usp=sharing&ouid=108267981565124892906&rtpof=true&sd=true

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

01

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

43

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

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

18

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

To communicate and sensitize students to social issues and for their holistic development and to make them understand their social responsibility, and to take them classrooms to real life, we have active NSS (2 Units) and NCC (1 Unit). The committee perform a unique mentoring process through which many social activities are conducted in nearby village of Vadnagar taluka. Self-discipline, loyalty, respect, and patriotism is nurtured among the NCC students.

- **The NSS conducts annual camp in the neighbouring villages for 7 days, which helps them to mingle with the village and rural people to understand their lifestyles and needs better.**
- **The awareness and thalassemia test for all the students admitted in the first year is compulsory. The counselling to thalassemia minor students and parents are also done.**
- **Health awareness Programmes are organized.**
- **The institution has taken the initiative to make aware the society about social and health problems.**
- **Awareness about Government schemes**
- **Activities to celebrate the birth anniversaries of the**

pioneers of the nation builders.

- Celebration of Independence day and Republic Day to spread patriotic awareness among the society
- Environment day, Yoga Day, Teachers Day, Hindi Day, ashadhasya Pratham Din, etc., are celebrated.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1ordgB2wIXC7qqCeQo0lpDIws4GBPEBfx/view?usp=sharing
Upload any additional information	View File

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

16

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

31

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

5236

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

03

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

05

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

The institution total campus area of institute is 2.82 acres.

- **There are three rooms at the entrance of the college, IQAC, NSS, NCC respectively, indoor gymnasium and computer lab exist upstairs. The ground floor consists of, Principal’s chamber, clerk office, Psychology Lab, classrooms, Girl’s room, Library, staff room, Exam room, research center, Professional, and utility. Every classroom has LED projector with Wi-Fi connection.**
- **The first floor consists of Language Lab, and classrooms with LED projector.**
- **The seminar hall with seating capacity of 500 at once with sound system and LED projector.**
- **The institute has computerized library with 27957 books including books, bound volumes, etc. There are 35 magazines and newspapers. The seating capacity of the library is 50 for students and cabin for staff with SOUL software**
- **The Institute has Digital Studio, 60 computers, 15 LCD Projectors, Speakers, 3 interactive panelboards, audio-video aids, microphones, scanners, 9 printers, 02 Xerox machines, pen drives, UPS, USB, Web Camera, Digital camera, and CCTV cameras.**
- **The Institution has provided NAMO Wi-Fi facility and free internet access.**
- **The institution has 1 RO Plant installed.**
- **The institute is covered with beautiful garden..**
- **The facilities like Canteen, Parking, etc. are provided.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/11BPvF6aoc37g_i1CaR2Zo8-f_bqRsMOn/view?usp=sharing

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

SPORTS AND YOGA FACILITIES:

The institution has always tried to produce students who become part of the University and State level teams. The Physical Director conducts intercollegiate tournaments and Annual Sports Day every year. Necessary playgrounds, equipment, kits, and sportswear are all provided with. Both students and faculty use the indoor and outdoor gymnasium. The College participated in almost all university-level sports competitions and performed well. Many students got selection for all-India inter-university competitions during the last five years. The college facilitated the sportspersons who have selected for the inter-university team. Yoga and Meditation training sessions are conducted for both students and faculty. International Yoga Day is celebrated every year.

CULTURAL FACILITIES:

The college is home for immensely talented students. The Saptdhara and Cultural Committee focus on polishing the skills of students. The college has a multipurpose hall which is used for organizing the major cultural events of the college. The college takes part in the University Youth Festival every year. We provide training for the students to participate in the youth festival, along with necessary costumes and props for the group events. The institution organizes Navaratri, Annual Day and Traditional Dress Day every Year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1Q7M9pKfnd13xShf4EHgUmCMgCEOp__VO/view?usp=sharing

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

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1m_Xz1Imzb1qMSrJ2Qd7PN5VUDiriYfvQ/view?usp=sharing
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

3.36

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college has a library committee to take care of the issues related to the Central Library. The committee consists of Principal, Librarian, and all the HoDs.

The institute has a rich library and an active library committee to take care of the issues related to the library. The following are

the details of ILMS.

- The College has a good collection of books and magazines with newly added every year.
- ILMS software: Soul Software
- OPAC: using Web OPAC 2.0 Software
- Library Website: www.accollegevagnagar.org
- Total number of computers for students' access: 05
- Internet band width/ speed 40 mbps
- Separate reading facility for faculty and 50 students at a time
- A wide repository of books, CDs, educational videos, films, newspapers, rare books, previous years' Question Paper etc.
- The Institution has a good collection of about 28106 books.
- Availability of issue slip, barcode printer and barcode reader, systems for internet browsing and specific National journals on most of the subjects taught in the Institution.
- Regular activities like book exhibitions, GK Corner, Wallpaper and magazine display, Availability of Daily newspapers.
- The Institution provides old paper sets of University exams.
- Library Blog: http://accollegelibraryvadnagar.blogspot.com/search/label/News

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://drive.google.com/file/d/1vOU9_GoNVC2EhFynpOe_d6You19gzRl4/view?usp=sharing

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

D. Any 1 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

0.83

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

35

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The Institution has successfully oriented the campus and office administration.

- **The Administrative office including Office Superintendent and all other clerks are facilitated with computers, printers, barcode scanners, etc. The Institution has also facilitated with software like Window XP and MICROSOFT OFFICE 2007,2010 as per the requirement for office and SOUL for library use. Quick Heal anti-virus software for internet security is also purchased.**

- **The Computer Laboratory is established with the help of state Government is facilitated with 25 computers.**
- **The Institution has installed the library software SOUL 2.0 to make easy access to resources. The Institution has also**

facilitated central library with computers, printers, barcode scanners, and internet connection.

- The Campus Wi-Fi SYSTEMS with the help of 03 routers is ready for internet usage.
- The Government Provided 100 Mbps Internet Facility under NAMO WiFi Scheme with 06 routers for Students which is yet to be implemented. Each Faculty is equipped with Laptop for internet facility to prepare PPTs on or outside the campus.
- The Institution has developed an informative Dynamic Website, which includes online admission, examination information, feedback, results, scholarship, etc.
- Well Equipped classrooms with LED projectors, Computer Lab, printer, scanner, etc. are available.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1ICBvQFWFrvth7iYn0mlZSOzyug3BL9bd/view?usp=sharing

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

70.27

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 machinery in place for maintenance of campus facilities. This is primarily achieved through the monitoring of various committees like Academic Council, Planning Board, Building Committee, Purchase Committee and IQAC with necessary support systems.

The college has made adequate arrangements for the maintenance and upkeep of the college infrastructure. The management ensures that enough UGC grants and funds are allocated and then utilized for the maintenance. We have a committee to ensure optimum allocation and utilization of the available finance. It functions in following manner. The institution collects the suggestions and complaints from the students and staff members. The committee classifies it based on requirements and then it is forwarded to the head of the institution. The head of the institution solves the problem and makes suggestion to related person who looks after the maintenance task. Analyze them. Allocate appropriate financial aid to the requirement. Invite tenders from different agencies. Compare it and the select tender based on lowest cost qualitative work.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1-1OV1tMNPQQv-VscV2xStZIQXqi-H0mh/view?usp=sharing

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

1684

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

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

03

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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	https://drive.google.com/file/d/1m9BxKhWKYckZakAQFbZh_l-_V5Oav1ME/view?usp=sharing
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

355

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

355

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

08

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

76

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

07

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

04

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	View File

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)

The institute provides proper platform to the students for their representation and engagement in various administrative, cocurricular and extra-curricular committees.

Student Council:

To give students representation in various committees, student council is formed as per rules and regulations. In student council, the toppers of different semesters in university exam are selected as General Secretory, Ladies Representative and other members of the

council. In Sports, Cultural, NSS, NCC, exam etc. committees, the student representatives play very active role.

Students Representation in Women Cell, Udisha, Sapta-dhara, SC/ST Cell and Anti-regging Committee:

The girl students of the institute are given opportunities during the functions of the institute like announcer, organizer, coordinator, stage performer etc. The students are also given an opportunity to share their views and experiences during the functions.

Guidance for Competitive exam:

The students are given responsibility to conduct tests, to prepare the schedule of the programme and to organize the program.

Career Counselling:

In Career Counselling, the students participation plays an important role. On the basis of the feedback by the students, experts are invited to give lectures. The students handle the entire programme from welcome to farewell of the guest.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1nA5eVW3oa_NMAr8K5nrQiZdMofD7CBJt/view?usp=sharing
Upload any additional information	View File

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

56

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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

Our institution has spent more than 56 years of its esteemed existence. This institution is fulfilling its mission and vision and has cultivated educationally several youths with a higher vision. Two generations of people of this area have acquired higher education through this institution. Our alumni are able academicians, Teachers from different Schools, Institutions, and Universities all over Gujarat. The Institution has an unregistered active Alumni association. The Alumni Association of this college is Students-Alumni association. After completion of the Program, the outgoing student automatically becomes a member of the Alumni Association. It has a strong mechanism. It acts as a bridge between former, current, and stakeholders. The Annual Function is generally fixed to ensure maximum participation of the members. These alumni are invited to the annual meeting through personal contact. The main aim of this association is to promote and foster interaction amongst the alumni, faculty, and present students to raise the Institution at different levels and so to help fellow alumni through various initiatives. Alumni generously support Institution activities. Alumni give their suggestions for improvement and development of the Institution.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1bvf8prUk9iCI5EtoU3l7nYVMLRHU9zqc/view?usp=sharing
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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

Vision

To impart higher education to the local youths, especially to those who live in and around remote rural areas, to prepare them in the context of social and economic needs. The institution tries to develop the overall healthy personality of the students to contribute to the development of the nation.

Mission

The mission of our institute is committed in the path of empowerment of rural youths (especially girls) through access to quality higher education, enabling them to develop various responsibilities.

Quality Policy:

V.N.S. Bank Ltd. Arts and Commerce College, Vadnagar was established in the remote part of the North Gujarat, 5 years ago with the noble aim of serving the basic educational needs for the economically and socially retroflexed students. The governance of the institute is reflective in various activities like participating in academic, sports related and cultural activities, counseling sessions, mentoring, activities of Women Cell etc.

Nature of Governance:

The governance takes keen interest in selection of teaching faculty and support staff, infrastructural development, renovation, maintenance, and upkeep of facilities to enhance the quality of education and facilities students and staff to achieve academic excellence. Students are encouraged to participate in workshops for self-development.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1YPEIRE4owin5c17CyXtgcfGSY_jK5jWn/view?usp=sharing
Upload any additional information	View File

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

- **Decentralization and participative management are perceptible in the functioning of the institution at various levels. Effective leadership is always visible in various institutional practices. The administration of the institution is decentralized. The Management, the Principal, the IQAC and faculties work in tune for implementation of policy and plans.**

- **At institution level various committees have been constituted to plan and monitor the functioning of different departments.**

- **The students of the institution also play an effective role in the constitution of various committees. Even the suggestions from the Alumni, parents and employees are incorporated by the institution.**

- **Every department is given autonomy and flexibility to conduct various activities within the department like Workshop, Project work, Seminars, Mentoring program etc. Participatory management is achieved in this institution through transparency and reliability.**

- **In Annual Day, all the stakeholders play an active role in the preparation and execution of the event. Meetings are held and all the stakeholders are involved. Alumni and Parents are invited. Students perform various cultural and entertainment programs. The President and the Secretary are present and through the presentation of the annual report all stakeholders are made aware of the activities and achievements of the institute.**

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/19YbKXYtFLEAmBQMhiTAeaUfi5Y8WeoA3/view?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The IQAC in consultation with the Principal heads of various departments and as per requirements of NAAC plans and deploys various policies that improve the quality in the institution. The policies and decisions are reviewed at the Principal's meeting with the Heads. Regular meetings of the Managerial body and IQAC

- **The feedback system**
- **IQAC Academic Audit Team visits the departments (once in a Semester).**
- **Regular visits of the Principal to the departments and interaction with heads of the departments**
- **Heads of the departments monitor the system of each department regularly. Faculty meet for feedback twice in a semester.**
- **The Principal of the institute is a liaison between the students and the Management. Infrastructure requirements (Academic, Research, Physical) for the institute are conveyed to the management and the Principal sees to it that they are fulfilled.**
- **The institute has developed and established the culture of excellence through the excellent teamwork of the staff under the guidance and leadership of the Principal.**
- **The committees prepare action plans and submit to the principal for approval and concludedwith the outcomes.**
- **Physical Director, Librarian, Rector, Programme officer of NSS, Officer of NCC and conveners of different committees are also independent to perform their duties.**

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://drive.google.com/file/d/1Uom6z2-s_BHptJrfF3vG7JFAtX1bci8Y/view?usp=sharing
Upload any additional information	View File

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.

Vadnagar Education Trust has transparent and democratic structure for effective and efficient administration. The governing body of the institute is headed by President Shri Hemendrabhai C. Maniyar and Secretary Shree Jayantilal R. Modi. The governing body is the torchbearer and patron of the institution. The effectiveness and efficiency of institutional management is clearly visible in policy formation, administrative setup, appointment and promotion of the staff etc.

- **The principal is the Administrative Head of the College.**
- **The IQAC is formed in accordance with the Guideline of the NAAC. The IQAC looks after the matters regarding the maintenance of quality of education in the college.**
- **The College has five departments. The Departments are run by the Heads and the faculty members. The Administrative office is run with Senior clerk, Junior clerks, peons and watchman.**

For different curricular and co-curricular activities, various committees of teachers are formed. NCC, NSS, Women Cell, Anti ragging Cell, Anti-Sexual Harassment Cell, Sports Committee, Cultural Committee, Grievance Redressal Cell, Poor Student Relief Fund Committee are chief of the main committees.

- **Service rules of the HNG University, State government and of the college management are applied in administration, recruitment and in all other matters.**

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1AYR-L6UpPEetipb8AZFjiUXz6IGwhY7g/view?usp=sharing
Link to Organogram of the Institution webpage	https://accvad.ac.in/
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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

As per State Government Rules 12 days of casual leave are available to the teaching staff and 12 days for non-teaching staff. The non-teaching staff avail 30 days of Earned Leave every year. 20 half pay leave or ten days leave can be commuted every year by every employee.

Provision to grant duty leaves is there to all the staff members to attend various Training Programmes/ Orientation/ Refresher/ FDP/ Workshop/ Seminar/ Examination / Election duties as per the Government rules.

Lady teachers can claim six months' Maternity Leave as and Male teachers can claim Paternity Leave as per Government rules.

Government offers various mandatory Insurance Schemes to the staff.

Gratuities, Pension and all other such Government welfare schemes and measures are given to the staff. The college management appreciate specific of faculty and honor him/her in college Annual Day by giving certificate and memento.

Additional Facility of library is provided to teachers conducting research. Grievance Redressal Cell takes care of complaints of the students as well as staff. Anti-Sexual Harassment cell for prevention of Sexual Harassment of women at workplace. Parking Facility is available for staff and students. Uniforms for Class-IV employees and security guards is provided every year.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1QVJS_PP8xzKu4PiilMmPv4Kcu8eCk1XP/view?usp=sharing
Upload any additional information	View File

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

02

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

03

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

06

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

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

- **It is a mandatory process for every teacher to have the self appraisal form furnished by UGC as per regulation 2010 and 2018. It evaluates the involvement of the teacher in the extracurricular and cocurricular activities. Participation in seminars and conferences; presentation of papers in seminars and publication of articles in journals and involvement in**

extension activities are also assessed at this juncture. The self-furnished appraisal form is then handed over to the Head of the Department who transfers it to the IQAC.

- The Teacher’s Diary is also an assessment mechanism, evaluated by the HoD and the Principal. It is a record of the teacher’s work throughout the year.

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

- The performance of the non-teaching staff of the college is assessed based on a general feedback form filled by the students and parents about the college. Training program related to life skill and computer skill is also conducted by college management from time to time.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1kFOlHMFDCDJ5mtmvLU6NJZ9HuB_DPRm_/view?usp=sharing
Upload any additional information	View File

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 institute follows the directions from the Higher Education department and external Chartered Account for this internal audit. At the end of every financial year, the annual financial statement is prepared and sent to the authorities in the Department of Education. The college management has even appointed an internal auditor for the internal audit of the college. After the scrutiny and checking of the expenditure of the institute by an internal auditor, it is forwarded to the recognized CA. Audit of the institute is done every year in time.

- The college seeks the services of the External auditor for interim audit in September and Final audit in March every year.
- After the completion of the specified period of a Special Development Grant from UGC, all the files relating to that grant are submitted to our external auditor, Ashvin Yagnik, Mehsana, a qualified Chartered Accountant for verification and audit certificate. These certificates and statements of account are submitted to the UGC.

- An auditor Mr. Hareshbhai Kansara from the management visits the college at end of every quarter and verifies the accounts, prepares the journal and ledger and submits a quarterly report to the Management.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1uCGgwI99vwwPhx67knsnz8EvRbs1kdVE/view?usp=sharing
Upload any additional information	View File

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)

00

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Various strategies for mobilization of funds:

- Scholarships from central/state governments

- Central/State Government fund under various heads.
- University assistance for different activities
- Financial assistance from Management, philanthropists
- UGC funds are deposited in separate bank accounts and utilized as per the heads which is sanctioned by UGC.
- Students' scholarships from Government and private agencies are distributed only through bank accounts.
- Most of Items are purchased through GEM and payment is paid through PFMS.
- The income from fees is spent on the maintenance of the purchased equipment, furniture, library maintenance, sports facilities and updating of other facilities.
- Contribution of teachers and donors are provided to support financially backward open category students.
- All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through cheques.
- College maintains an annual budget system and internal-external audit for the effective and efficient utilization of available financial resources.
- Collection of tuition fees, purchases of books, stationeries, equipment payment of bills etc. are done through centralized accounts department.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1gc8FmNqByJyc9rFCnNV7RI0PSHx1DEW2/view?usp=sharing
Upload any additional information	View File

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

Contribution of IQAC to Institutionalize Quality Assurance Strategies and Processes:

- IQAC has made the faculty and the staff aware of the parameters of quality assessment, and channelize the activities, introduce new models, design the forms as well as maintains records of their activities.
- The IQAC undoubtedly took the lead in transforming the learning atmosphere in the campus into a learner centric one.
- Every year, under the initiative of the IQAC, the feedbacks on

the academic and administrative processes and facilities are taken from the stakeholders. Relevant issues are taken up and appropriate responses and measures are suggested by the IQAC to the Management.

- **IQAC organizes workshops, seminars, exhibition, competitions aiming at the interaction of the academic and industrial realms, which is hugely beneficial for the teachers and the students with the involvement of the students.**
- **The IQAC meticulously document the participation of faculty and students in various curricular and extracurricular activities. All the documents are collected by the IQAC at the end of the Year.**
- **IQAC is also the nodal agency for coordinating and implementing the best practices of the institution. The best practices such as Green Audit, Energy Audit and Academic Audit were conducted on the campus.**

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1xhWMWwWFRe4MgnD6j86UTiZkteft_cYj/view?usp=sharing
Upload any additional information	View File

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

IQAC of the college has initiated several steps for making the teaching-learning more interactive. As an illustration of the IQAC initiated review processes below two case illustrations are presented.

1. **Every year the College conducts a performance appraisal of teachers by randomly selected students from each class, as per the requirement. The IQAC of the College undertakes the analysis of this feedback. The feedback analysis provides a reliable source of information regarding the quality status of the teachinglearning process in the College during that particular year. The coordinator of the IQAC communicates the feedback analysis to the Principal who takes necessary action where required.**
2. **The IQAC in its annual Plan of Action makes several recommendations aimed at bringing about general improvements in the overall functioning of the College. This includes plans**

to reform teaching, learning and evaluation. The IQAC has recommended several steps to enhance the effectiveness of the teaching learning process through its Plan of Action. The College has undertaken many steps to reform the teaching-learning process and facilities. These include new Central Computer Lab; new ICT enabled Smart Class Rooms, Upgradation of Seminar Hall, Wi-Fi Campus, additional books and Journals, organizing guest lectures, seminars/conferences.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1lh_uhT4EYaxxqHJ_6OJ91kSmeNbxkveH/view?usp=sharing
Upload any additional information	View File

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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/1BCkxW_vrgwoFsvZWDHgUwznDVySqaDVr/view?usp=sharing
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

To promote gender equity, the students of the college are given various facilities and special attractions.

- **Identity Card is compulsory for all students.**
- **The campus is under CCTV surveillance. More than 48 CCTV cameras spread over the campus ensure the safety of students and their vehicles.**
- **Every year International Women's Day is celebrated on 8th March.**
- **Programs like ABHAYAM 181, Traffic Awareness Week, general awareness about Anti -Ragging, road safety, women's security, cyber security, and Drug Prohibition Week are organized regularly.**
- **The institute also organized expert lectures of local female gynecologists to guide girls' students on health and hygiene-related issues and legal advisor to aware them with the law regarding women security and safety.**
- **Anti Ragging Cell has been established. Ragging in any form is strictly prohibited inside the college campus.**
- **ABHAYAM 181 is a toll-free number of Gujarat Police to stop Ragging and girls harassment.**
- **Student Grievance Redressed Cell is one of the best mechanisms for redressing the complaints of the students. Every CWDC organized a visit to the police station with the girl students.**
- **The Girl's Room is provisioned on the ground floor with the sanitary pad machine and other needs of the girls' students.**
- **Complaints box and first aid box are also put in the college building.**

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1BxbzuEUFT_IGc1IKbapvrutkkg26Jn8K/view?usp=sharing
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	https://drive.google.com/file/d/1d9PGI9OmU8wQNW9JYAcyx5Kkw5y0d_QY/view?usp=sharing

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-

A. 4 or All of the above

based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

SOLID WASTE MANAGEMENT:

- **Each classroom/staffroom/office/library is provided with dustbin, which is regularly emptied. Most of all the solid waste is biodegradable and in the form of leaf and papers which thrown into the dug pit and converted into natural fertilizer by providing a suitable environment.**
- **The institution follows 'Green Protocol' while conducting seminars and other events.**
- **Proper maintenance of infrastructure and timely repair of furniture is done to minimize solid waste.**
- **Used papers and newspapers are sold for recycling.**

Liquid Waste Management:

As ours is an Arts and Commerce Institution, the liquid waste is not generated. But the water that goes wasted is disposed of through underground drainage and thereby sent to SWTP (Sewage water Treatment Plant).

E-WASTE MANAGEMENT:

- **Electronic goods are put to optimum use and the life of the electronic items is extended by proper up-gradation and maintenance.**
- **The Institution has collaborated with a local service provider for annual maintenance of electronic equipment and disposal of e-waste. Periodic checking ensures that nonworking or old electronic equipment are filtered out and disposed-off properly.**
- **E-waste is minimal as the staff and students are not encouraged to use CDs and other temporary e- resources. Online sources are used.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1UgVCalf49sSAuF0Tm2IdIt6ag-i61GZl/view?usp=sharing
Any other relevant information	View File

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	View File
Any other relevant information	View File

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	View File
Any other relevant documents	View File

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

B. Any 3 of the above

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

- **The Institution always takes initiatives for providing an**

inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.

- Staff and Students of all religions and castes are treated equally in the institute.
- Festivals of all religions and castes are enthusiastically celebrated in the organization.
- The cultural activities of the institute also include regional and religious dances of different states.
- Expert Lectures on tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, etc., are organized regularly.
- Birth and death ceremony of the great persons are celebrated to enhance cultural harmony in the students.
- Special day celebration like National Unity Day, Youth Day, Teacher’s Day, World AIDS Day, Children’s Day, Guru Purnima, etc. are celebrated to keep the value-added services in the students.
- During N.S.S. and N.C.C. annual camp, all the students are treated with equality and social justice. They are taught lessons of tolerance and harmony. Our college has become a unique example of communal harmony since its existence.
- Various Departments of the Institution celebrate the birth anniversary of well-known writers like Umashankar Joshi, Zaverchand Meghani, Kalidas Jayanti and Geeta Jayanti every year, and the Hindi department celebrates Hindi Divas on 14th of September every year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

- Every effort is made to make the students and staff of the institute understand and be sensitive to their constitutional rights, duties, values, and responsibilities.
- For this, various lectures of experts and activities are arranged in the institute.
- In the generic and core course conducted at UG level in the college, students are given detailed guidance on Indian

Constitution.

- Frequent Blood donation camps, regular Rural Educational Up-liftman programs through Village adoption activity and Daily Prayer in every classroom starting the study, active teaching-learning process.
- National Voters Day is celebrated on 25th January to make student aware of their rights of vote to elect honest representative from their area.
- In collaboration with Manav Utthan Trust, vadnagar, Indian Red Cross Society and Red Ribbon Club, the college organizes various programs like aids awareness, Thalassemia awareness, save the water awareness, trees plantation, ethical values, etc.
- Poor Students Relief Fund is an initiative run by the institute through which fees is paid for the needy students studying in the college. Fees of students is paid this year.
- Indian Independence Day, Indian Republic Day and Gandhi Niravan Day are celebrated with an environment of nationalism.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, 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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

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

1. International Yoga Day: Our Institution ground has been witnessed replete with students on 21st June to celebrate the International Yoga Day.
2. Teachers Day (5th September) is celebrated on a grand scale in the college. The students pay tribute to great teachers by performing the work of teachers for a day. The students handle all the positions of the college. At the end of the day, they felicitate their real gurus.
3. Hindi Diwas: The Department of Hindi in the college leads the celebration of Hindi Diwas on 14th September every year. They conduct various literary competitions for students.
4. National Unity Day is celebrated on 31st October as the annual commemoration of the birthday of Sardar Vallabhai Patel. Staff and students take the Unity Pledge on this occasion.
5. World AIDS Day (1st December): The NSS Unit organizes an awareness rally on World AIDS Day. The message about healthy living and the dangers of this deadly disease are conveyed to the society.
6. National Youth Day (12th January) is celebrated on the birthday of Swami Vivekananda. Students are given a motivational lecture by an expert on the thoughts of Swami Vivekanand.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

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. Title of the Practice: Add - On- Courses

College runs four add-on and certificate courses to enhance the mental, educational, physical, reasoning and skillful ability of the students. They are: (1) NCC ‘C’ certificate course(2) NCC ‘B’ certificate course, (3) Spoken English (4) Pre-school program co-jointly organized with Children’s University in which 108 students were benefitted.

1. **International Multidisciplinary Conference (LSRM-2021)**

The IQAC and research committee of the college decided to organize national or international conference every year. LSRM 2021-(Languages, Social Sciences, Regional Studies and Management Practices) an International multidisciplinary conference was organized on 4th and 5th December, 2021 in which 315Participants are registered and all the papers were published in the reputed journal entitled ‘SOHAM’ peer reviewed refereed international journal.

1. **Award winners in various competitions:**

1. **The college became university champion in volley ball (boys) at inter collegiate tournament of university.**
2. **Girls team of volleyball stood at the first runner up at inter collegiate tournament of university.**
3. **NSS volunteers ranked first in two events- (1) Solo song and (2) Chorus song at state level competition on the special event of NSS Day celebration held at Kutchch University, Bhuj, Gujarat.**

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

The vision and mission of V.N.S. Bank Ltd. Arts and Commerce College, Vadnagar is to impart higher education to the local youths, especially to those girls who live in and around remote rural areas, to prepare them in the context of social and economic needs.

- **It is reflected in most of the activities done by our college library.**
- **Book exhibition, celebration of various days, guest lecture, workshop on reading and writing skill, book review etc. are the regular activities done by the college in collaboration with library committee.**
- **we organize various programmes related to empowerment of women. Girls' students are encouraged to participate in NSS, NCC, Saptdhara, CWDC, and sports .**
- **To develop the overall healthy personality of the students, the college organizes various value, skill and employability-based programs from time to time. Participation in co-curricular and extension activities always helps students to highlight their hidden potentiality.**
- **Following the vision and mission of the college, the attitude of the students has changed towards society in terms of responsibility and sensitivity. They extend their services for public welfare or for the needy whenever they get an opportunity.**

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

The College is affiliated to the Hemchandracharya North Gujarat University, Patan and follows the University designed curriculum to operate UG and PG.

- **The University prepares an academic calendar that specifies the duration of the semester, the date of commencement and end of semesters. CBCS and elective course system have been implemented in all courses offered by the College.**
- **In College Prospectus and Welcome Ceremony all the information regarding programs, selection of courses, weightage of marks in the internal and external examination, activities of Saptdhara, NSS, NCC and Sports are introduced.**
- **An Action Plan, Academic Calendar and timetables for all programs are prepared by the IQAC and HoDs and circulated to the staff.**
- **Starting of academic year, the IQAC and HODs of every department arrange meeting and prepare Program and Learning Outcomes of the syllabus.**
- **PPTs and YouTube videos are prepared to encourage the students.**
- **The whole teaching-learning process is monitored regularly.**
- **The feedback and suggestions received regarding syllabus communicated to university for modifications through our teachers who are members of various university bodies like EC, AC and BOS.**
- **We find slow, average, and advance learner and plan time remedial lectures for them.**

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1sU_97QyhgU6YkVXkvMvkPiB6fuFJCJuq/view?usp=sharing

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous

Internal Evaluation (CIE)

The Institution is affiliated to Hemchandrachary North Gujarat University, Patan and the University prepares the academic calendar.

- **The College prepares its academic calendar accordance with university at the beginning of the academic year. The academic activities and schedule of examinations is generally worked out according to the academic calendar provided by the University.**
- **The College uploads academic calendar on college website and on notice board to enable the students to know well-in advance.**
- **During the orientation of new students, they are informed about the academic calendar of the college and the CIE.**
- **The Principal conducts meeting with HoDs and Staff regarding implementation of academic calendar.**
- **The HoDs conduct departmental meetings to conduct of CIE. Out of the 30 internal marks of each course, 10 marks are given based on the unit tests and 10 marks are given based on assignments, seminars, workshops, book review, projects, and 10 marks for attendance, etc .**
- **Internal marks are displayed on the notice boards to ensure transparency and correctness before they are forwarded to the university.**
- **All the matters relating to assignments, HoDs discuss unit tests, marks, and performance in the meeting.**
- **The institute follows University Academic Calendar for major activities during the year.**

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://drive.google.com/file/d/1T06usQak_VBzu9HPvaS1x65O_8tDRgWF/view?usp=sharing

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	**B. Any 3 of the above**

UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

290

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)

04

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

number of students during the year

108

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

108

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

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 Hemchandracharya North Gujarat University, Patan. The University designed curriculum, on the basis of gender, Environment and 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.

- **Gender equality is an important human right. Our constitution gives equal rights to man and woman apart from their gender. Following generic courses regarding Gender Equality are introduced in our curriculum to aware UG students.**
- **The need for sustainable development is key to the future of mankind. Continuing problems of pollution, loss of forest, solid waste disposal, degradation of the environment, issues like economic productivity and national security, Global warming, the depletion of the ozone layer and loss of biodiversity have made everyone aware of environmental issues. Following generic courses regarding Environment and Sustainability are introduced in our curriculum to educate UG students.**

  - **Environments Studies**
  - **Disaster Management**
  - **Indian Geography**
  - **Business Ethics**

- **University introduces various Skill Enhancement courses as compulsory generic subjects. Professional ethics and Human values added courses are offered to UG students of College.**

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

03

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

95

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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	View File
URL for feedback report	https://drive.google.com/file/d/1_XIyFoc5Ae_Uy3P3Y1wW9FFCGHX9oO6o/view?usp=sharing

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

920

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

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

820

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

In our institute we identify slow and advanced learners by conducting the first internal test and various activities like:

- **Past academic history/ Parents feedback**
- **Performance in assignments**
- **Counseling**
- **Orientation Program**
- **Student’s involvement in academic and curricular and extra curricular activities**
- **Faculty feedback**
- **Involvement in the classroom activities**

On the bases of various activities/tests, the departments divide them into two groups of Advanced learners and Slow learners. These two groups are treated with different strategy. The slow learners are taken special care so that they can be brought to the level of mainstream student. The departments frame the timetable in such a way that this group of slow learners gets two lectures extra every week. The teachers try to be helpful. The teachers provide them that study material which is easier for them. The advanced learners are guided by their teachers for extra reading. The advance learners are given extended library

facilities extra library tickets are also given to them. These advanced learners are also encouraged to participate in seminars, conferences, workshops, and University camps held at other colleges in the state. They are also motivated to prepare for competitive examinations like GPSC, UPSC and others.

File Description	Documents
Link for additional Information	https://drive.google.com/file/d/1_EXzubA-OiUorqGyFpmFz8b_TjKvyliN/view?usp=sharing
Upload any additional information	View File

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

Number of Students	Number of Teachers
941	**23**

File Description	Documents
Any additional information	View File

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

The institute considers students at the center of everything. They are the real stakeholders of the institute. All the academic, co-curricular and extra-curricular activities are held in view for their overall development. Students' enthusiasm, involvement and willingness make learning more students centric, inter active, experiential, and participatory.

- **Participatory learning activities like the presentation of seminars, assignments and project work.**
- **Students are encouraged to participate in Seminars, Workshops, 'Saptdhara' program, NCC, NSS and other competitive events.**
- **Remedial coaching is provided for weak and slow students.**
- **Revision of practical work is beneficial to both slow and advanced learners.**

- Various departments conduct several activities like seminars, debate and elocution on current issues, group discussion, and quiz.
- A culture is imbibed among the student that the acquisition of the knowledge and the skills not only takes place during their affiliation with the college, but it is a lifelong learning process
- Industrial, field, educational visits, etc. are organized.
- International Conference (LSRM-2021) is organized to increase the research ability of the PG students as well as the staff.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/10AwfoYXH-_CsyUep2e010toiqTWtFFWZ/view?usp=sharing

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

The Institution has adopted following steps for innovation and creativity in teaching learning process:

- The Institution has established thirteen classrooms with installment of Intercommunication system along with well-equipped facilities like CCTV and LED projectors used for screening of educational movies as well.
- The Labs (Computer Lab and Psychology Lab) have been upgraded.
- The faculties use innovative teaching methods such as use of ICT, PPT presentation, use of charts, posters, models, screening educational movies, syllabus-based movies and short documentary films etc.
- All the departments introduced Mentor-Mentee system among the students since 2017-18. This has boosted up the confidence of students and made it easy for them to cope up with academic as well as stress related issues.
- The Institution became instrumental in distribution of tablets to the new entrants by the government. More than 1000 students received tablets in 2017-18. This provides them easy excess to the vast world of knowledge.
- Teaching through PPT in combination with internet has made teaching and learning enjoyable.

- **Students exchange and Faculty exchange programme and Invited Guest lectures of eminent faculties in many departments are the innovations of recent years.**

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://drive.google.com/file/d/1FVhOxfB4pR0M6ci8AbK7Q2TB9kByPxLh/view?usp=sharing

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

23

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

2.4 - Teacher Profile and Quality

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

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

15

File Description	Documents
Any additional information	View File
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)	View File

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

281

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

- **To ensure rigor and transparency in the internal assessment, the examination committee is formed internally.**
- **The ratio of the weightage of marks in core compulsory subject is 70% through External Exam and 30% through continuous internal evaluation as per the university rule.**
- **The systems of internal assessment notifications are communicated to the students well in time. The setting of question paper as per the university examination pattern.**
- **The facility of in-house printing of the question papers is available. Examination committee prepares the in-house printing schedule and the representative of the respective department remains present accordingly to maintain secrecy. The respective faculty evaluates the test papers promptly**

and answer papers are submitted to college factotum with in time.

- The CIE includes:

  - MCQs
  - Assignments
  - Seminars
  - Projects

- Mark sheets of internal marks are circulated. The rechecking/reassessment system in the internal examination is available. The rules for gracing decided by the examination committee are communicated to students.
- The external practical examinations are also conducted, and the result is submitted to the university by examiner. Students are giving instruction regarding practical exams and their doubts regarding practical exams are cleared.

File Description	Documents
Any additional information	View File
Link for additional information	https://docs.google.com/document/d/1D4_kFch_zCzXO0xwQrew48wjbQ9epF-/edit?usp=sharing&ouid=108267981565124892906&rtpof=true&sd=true

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

College Level:

- In case the students are dissatisfied with their result in the Internal Test they are allowed to apply for Rechecking/reassessment by filling in a prescribed form along with the fees for the same.
- The answer sheet/s of such students are sent to the Head of the Department by the Principal/Examination Committee.
- The HOD gets the reassessment done and submits the result along with his report to the Examination committee. If there is an improvement in the result, it is rectified soon.

University Level:

- If a student is dissatisfied with result in the University Exam the process according to the rules of the University.
- Although the passing out final exams are conducted by the affiliating university and marks sheets and degree certificates are issued by the university.
- The college appoints the examination committee, which takes complete responsibility along with the office staff to conduct the entire examination process smoothly.
- To get the results, marks sheets, and degree certificates from the university, the college has assigned designate office staff.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1ZhuokFvp0AekXIUDVCkunV0LXjui5u60/view?usp=sharing

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.

- The BOS of affiliating university prepares the syllabus of each course of the subject. Syllabus of each course communicated to colleges and also available on the University website.
- Starting of academic year HOD of each department arrange a departmental meeting regarding the Distribution of Syllabus to all faculty members. The department prepares Program Outcomes (POs), Programs Specific Outcomes (PSOs) and Course Outcomes(Cos). The POs, PSOs and COs and link of the syllabus of each program and course are displaying on College website and hence the students can access any time online.
- The college ensures that these POs, PSOs and COs are also communicated to the students through either providing a photocopy or in any case it is dictated in the classrooms. The departments ensure that these POs, PSOs and COs are properly explained and made to understand in the orientation programme itself.
- Each subject teacher makes sure that the outcomes are specially explained and notes on these are given so that the students are well informed.
- The entire program and special lectures and discussion in

the classroom teaching are centered around these. Hence there is a continuous communication of the POs, PSOs and Cos.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1mVEbBTi114x6Iu0Vhxqk_irC8_yAqH4y/view?usp=sharing
Upload COs for all courses (exemplars from Glossary)	View File

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

Direct Method:

- In direct assessment, the course outcome is assessed through internal examinations and a final examination at the end of the semester.
- The questions for the internal examinations are framed in line with course outcomes and the attainment is assessed from the answer scripts. The results of the final examinations are used to measure their attainment of POs and Cos.
- The overall Course Outcome is calculated by taking the average of percentage attainment of internal assessment and final examination. Computing all COs attainment enables the assessment of POs attainment.
- Various Co-curricular activities such as seminars, workshops, book review, projects, assignments, etc. are also useful for the attainment of POs and COs.

Indirect Method:

- The indirect method of assessment is done through feedback collected from the outgoing students at the end of the course.
- The college has the following mechanism to analyze data on the student performance and learning outcomes to use it for planning and overcoming barriers of learning:

  - Result analysis
  - Remedial Coaching

- Student Counselling
- Identification of weak learners
- Identification of advanced learners

- Feedback mechanism and action-taken report

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1wxKzLIQtFRRASYgrbhtt-WFOH2n8rUkr/view?usp=sharing

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

550

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://drive.google.com/file/d/1hYfqNqwYXftv1lZMgqc37l4PBy0oyvrF/view?usp=sharing

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://drive.google.com/file/d/1rs0GoZ0SsTe-TwoIq0NfnNLfd1JLUdU5/view?usp=sharing

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)

00

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://docs.google.com/spreadsheets/d/1-Vsgw9WXLRQGp-4DdntkkcsYO7XSMFvy/edit?usp=sharing&ouid=108267981565124892906&rtpof=true&sd=true

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

01

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

43

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

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

18

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

To communicate and sensitize students to social issues and for their holistic development and to make them understand their

social responsibility, and to take them classrooms to real life, we have active NSS (2 Units) and NCC (1 Unit). The committee perform a unique mentoring process through which many social activities are conducted in nearby village of Vadnagar taluka. Self-discipline, loyalty, respect, and patriotism is nurtured among the NCC students.

- The NSS conducts annual camp in the neighbouring villages for 7 days, which helps them to mingle with the village and rural people to understand their lifestyles and needs better.
- The awareness and thalassemia test for all the students admitted in the first year is compulsory. The counselling to thalassemia minor students and parents are also done.
- Health awareness Programmes are organized.
- The institution has taken the initiative to make aware the society about social and health problems.
- Awareness about Government schemes
- Activities to celebrate the birth anniversaries of the pioneers of the nation builders.
- Celebration of Independence day and Republic Day to spread patriotic awareness among the society
- Environment day, Yoga Day, Teachers Day, Hindi Day, ashadhasya Pratham Din, etc., are celebrated.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1ordgB2wIXC7qqCeQo0lpDIws4GBPEBfx/view?usp=sharing
Upload any additional information	View File

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

16

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

31

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

5236

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

03

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

05

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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.

The institution total campus area of institute is 2.82 acres.

- **There are three rooms at the entrance of the college, IQAC, NSS, NCC respectively, indoor gymnasium and computer lab exist upstairs. The ground floor consists of, Principal’s chamber, clerk office, Psychology Lab, classrooms, Girl’s**

room, Library, staff room, Exam room, research center, Professional, and utility. Every classroom has LED projector with Wi-Fi connection.

- The first floor consists of Language Lab, and classrooms with LED projector.
- The seminar hall with seating capacity of 500 at once with sound system and LED projector.
- The institute has computerized library with 27957 books including books, bound volumes, etc. There are 35 magazines and newspapers. The seating capacity of the library is 50 for students and cabin for staff with SOUL software
- The Institute has Digital Studio, 60 computers, 15 LCD Projectors, Speakers, 3 interactive panelboards, audio-video aids, microphones, scanners, 9 printers, 02 Xerox machines, pen drives, UPS, USB, Web Camera, Digital camera, and CCTV cameras.
- The Institution has provided NAMO Wi-Fi facility and free internet access.
- The institution has 1 RO Plant installed.
- The institute is covered with beautiful garden..
- The facilities like Canteen, Parking, etc. are provided.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/11BPvF6aoc37g_i1CaR2Zo8-f_bqRsMOn/view?usp=sharing

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

SPORTS AND YOGA FACILITIES:

The institution has always tried to produce students who become part of the University and State level teams. The Physical Director conducts intercollegiate tournaments and Annual Sports Day every year. Necessary playgrounds, equipment, kits, and sportswear are all provided with. Both students and faculty use the indoor and outdoor gymnasium. The College participated in almost all university-level sports competitions and performed well. Many students got selection for all-India inter-university competitions during the last five years. The college facilitated the sportspersons who have selected for the inter-university team. Yoga and Meditation training sessions are conducted for

both students and faculty. International Yoga Day is celebrated every year.

CULTURAL FACILITIES:

The college is home for immensely talented students. The Saptdhara and Cultural Committee focus on polishing the skills of students. The college has a multipurpose hall which is used for organizing the major cultural events of the college. The college takes part in the University Youth Festival every year. We provide training for the students to participate in the youth festival, along with necessary costumes and props for the group events. The institution organizes Navaratri, Annual Day and Traditional Dress Day every Year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1Q7M9pKfnd13xShf4EHgUmCMgCEOp__VO/view?usp=sharing

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

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1m_Xz1Imzb1qMSrJ2Qd7PN5VUDiriYfvQ/view?usp=sharing
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

3.36

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college has a library committee to take care of the issues related to the Central Library. The committee consists of Principal, Librarian, and all the HoDs.

The institute has a rich library and an active library committee to take care of the issues related to the library. The following are the details of ILMS.

- The College has a good collection of books and magazines with newly added every year.
- ILMS software: Soul Software
- OPAC: using Web OPAC 2.0 Software
- Library Website: www.accollegevagnagar.org
- Total number of computers for students' access: 05
- Internet band width/ speed 40 mbps
- Separate reading facility for faculty and 50 students at a time
- A wide repository of books, CDs, educational videos, films, newspapers, rare books, previous years' Question Paper etc.
- The Institution has a good collection of about 28106 books.
- Availability of issue slip, barcode printer and barcode reader, systems for internet browsing and specific National journals on most of the subjects taught in the Institution.
- Regular activities like book exhibitions, GK Corner, Wallpaper and magazine display, Availability of Daily newspapers.
- The Institution provides old paper sets of University exams.

- Library Blog: http://accollegelibraryvadnagar.blogspot.com/search/label/News

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://drive.google.com/file/d/1vOU9_GoNVC2EhFynpOe_d6You19gzRl4/view?usp=sharing

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

D. Any 1 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

0.83

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

35

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The Institution has successfully oriented the campus and office administration.

- **The Administrative office including Office Superintendent and all other clerks are facilitated with computers, printers, barcode scanners, etc. The Institution has also facilitated with software like Window XP and MICROSOFT OFFICE 2007,2010 as per the requirement for office and SOUL for library use. Quick Heal anti-virus software for internet security is also purchased.**

- **The Computer Laboratory is established with the help of state Government is facilitated with 25 computers.**
- **The Institution has installed the library software SOUL 2.0 to make easy access to resources. The Institution has also facilitated central library with computers, printers, barcode scanners, and internet connection.**
- **The Campus Wi-Fi SYSTEMS with the help of 03 routers is ready for internet usage.**
- **The Government Provided 100 Mbps Internet Facility under NAMO WiFi Scheme with 06 routers for Students which is yet to be implemented. Each Faculty is equipped with Laptop for internet facility to prepare PPTs on or outside the campus.**
- **The Institution has developed an informative Dynamic Website, which includes online admission, examination information, feedback, results, scholarship, etc.**
- **Well Equipped classrooms with LED projectors, Computer Lab, printer, scanner, etc. are available.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1ICBvQFWFrvth7iYn0mlZSOzyug3BL9bd/view?usp=sharing

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

70.27

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 machinery in place for maintenance of campus facilities. This is primarily achieved through the monitoring of various committees like Academic Council, Planning Board, Building Committee, Purchase Committee and IQAC with necessary support systems.

The college has made adequate arrangements for the maintenance and upkeep of the college infrastructure. The management ensures that enough UGC grants and funds are allocated and then utilized for the maintenance. We have a committee to ensure optimum allocation and utilization of the available finance. It functions in following manner. The institution collects the suggestions and complaints from the students and staff members. The committee classifies it based on requirements and then it is forwarded to the head of the institution. The head of the institution solves the problem and makes suggestion to related person who looks after the maintenance task. Analyze them. Allocate appropriate financial aid to the requirement. Invite tenders from different agencies. Compare it and the select tender based on lowest cost qualitative work.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/file/d/1-1OV1tMNPQQv-VscV2xStZIQXqi-H0mh/view?usp=sharing

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

1684

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

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

03

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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	https://drive.google.com/file/d/1m9BxKhWKYckZakAQFbZh_l-_V5Oav1ME/view?usp=sharing
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

355

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

355

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

08

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

76

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

07

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

04

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

The institute provides proper platform to the students for their representation and engagement in various administrative, cocurricular and extra-curricular committees.

Student Council:

To give students representation in various committees, student council is formed as per rules and regulations. In student council, the toppers of different semesters in university exam are selected as General Secretory, Ladies Representative and

other members of the council. In Sports, Cultural, NSS, NCC, exam etc. committees, the student representatives play very active role.

Students Representation in Women Cell, Udisha, Sapta-dhara, SC/ST Cell and Anti-regging Committee:

The girl students of the institute are given opportunities during the functions of the institute like announcer, organizer, coordinator, stage performer etc. The students are also given an opportunity to share their views and experiences during the functions.

Guidance for Competitive exam:

The students are given responsibility to conduct tests, to prepare the schedule of the programme and to organize the program.

Career Counselling:

In Career Counselling, the students participation plays an important role. On the basis of the feedback by the students, experts are invited to give lectures. The students handle the entire programme from welcome to farewell of the guest.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1nA5eVW3oa_NMAr8K5nrQiZdMofD7CBJt/view?usp=sharing
Upload any additional information	View File

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

56

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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

Our institution has spent more than 56 years of its esteemed existence. This institution is fulfilling its mission and vision and has cultivated educationally several youths with a higher vision. Two generations of people of this area have acquired higher education through this institution. Our alumni are able academicians, Teachers from different Schools, Institutions, and Universities all over Gujarat. The Institution has an unregistered active Alumni association. The Alumni Association of this college is Students-Alumni association. After completion of the Program, the outgoing student automatically becomes a member of the Alumni Association. It has a strong mechanism. It acts as a bridge between former, current, and stakeholders. The Annual Function is generally fixed to ensure maximum participation of the members. These alumni are invited to the annual meeting through personal contact. The main aim of this association is to promote and foster interaction amongst the alumni, faculty, and present students to raise the Institution at different levels and so to help fellow alumni through various initiatives. Alumni generously support Institution activities. Alumni give their suggestions for improvement and development of the Institution.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1bvf8prUk9iCI5EtoU3l7nYVMLRHU9zqc/view?usp=sharing
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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

Vision

To impart higher education to the local youths, especially to those who live in and around remote rural areas, to prepare them in the context of social and economic needs. The institution tries to develop the overall healthy personality of the students to contribute to the development of the nation.

Mission

The mission of our institute is committed in the path of empowerment of rural youths (especially girls) through access to quality higher education, enabling them to develop various responsibilities.

Quality Policy:

V.N.S. Bank Ltd. Arts and Commerce College, Vadnagar was established in the remote part of the North Gujarat, 5 years ago with the noble aim of serving the basic educational needs for the economically and socially retroflexed students. The governance of the institute is reflective in various activities like participating in academic, sports related and cultural activities, counseling sessions, mentoring, activities of Women Cell etc.

Nature of Governance:

The governance takes keen interest in selection of teaching faculty and support staff, infrastructural development, renovation, maintenance, and upkeep of facilities to enhance the quality of education and facilities students and staff to achieve

academic excellence. Students are encouraged to participate in workshops for self-development.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1YPEIRE4owin5c17CyXtgcfGSY_jK5jWn/view?usp=sharing
Upload any additional information	View File

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

- **Decentralization and participative management are perceptible in the functioning of the institution at various levels. Effective leadership is always visible in various institutional practices. The administration of the institution is decentralized. The Management, the Principal, the IQAC and faculties work in tune for implementation of policy and plans.**

- **At institution level various committees have been constituted to plan and monitor the functioning of different departments.**

- **The students of the institution also play an effective role in the constitution of various committees. Even the suggestions from the Alumni, parents and employees are incorporated by the institution.**

- **Every department is given autonomy and flexibility to conduct various activities within the department like Workshop, Project work, Seminars, Mentoring program etc. Participatory management is achieved in this institution through transparency and reliability.**

- **In Annual Day, all the stakeholders play an active role in the preparation and execution of the event. Meetings are held and all the stakeholders are involved. Alumni and Parents are invited. Students perform various cultural and entertainment programs. The President and the Secretary are present and through the presentation of the annual report all stakeholders are made aware of the activities and achievements of the institute.**

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/19YbKXYtFLEAmBQMhiTAeaUfi5Y8WeoA3/view?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The IQAC in consultation with the Principal heads of various departments and as per requirements of NAAC plans and deploys various policies that improve the quality in the institution. The policies and decisions are reviewed at the Principal's meeting with the Heads. Regular meetings of the Managerial body and IQAC

- **The feedback system**
- **IQAC Academic Audit Team visits the departments (once in a Semester).**
- **Regular visits of the Principal to the departments and interaction with heads of the departments**
- **Heads of the departments monitor the system of each department regularly. Faculty meet for feedback twice in a semester.**
- **The Principal of the institute is a liaison between the students and the Management. Infrastructure requirements (Academic, Research, Physical) for the institute are conveyed to the management and the Principal sees to it that they are fulfilled.**
- **The institute has developed and established the culture of excellence through the excellent teamwork of the staff under the guidance and leadership of the Principal.**
- **The committees prepare action plans and submit to the principal for approval and concludedwith the outcomes.**
- **Physical Director, Librarian, Rector, Programme officer of NSS, Officer of NCC and conveners of different committees are also independent to perform their duties.**

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://drive.google.com/file/d/1Uom6z2-s_BHptJrfF3vG7JFAtX1bci8Y/view?usp=sharing
Upload any additional information	View File

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.

Vadnagar Education Trust has transparent and democratic structure for effective and efficient administration. The governing body of the institute is headed by President Shri Hemendrabhai C. Maniyar and Secretary Shree Jayantilal R. Modi. The governing body is the torchbearer and patron of the institution. The effectiveness and efficiency of institutional management is clearly visible in policy formation, administrative setup, appointment and promotion of the staff etc.

- **The principal is the Administrative Head of the College.**
- **The IQAC is formed in accordance with the Guideline of the NAAC. The IQAC looks after the matters regarding the maintenance of quality of education in the college.**
- **The College has five departments. The Departments are run by the Heads and the faculty members. The Administrative office is run with Senior clerk, Junior clerks, peons and watchman.**

For different curricular and co-curricular activities, various committees of teachers are formed. NCC, NSS, Women Cell, Anti ragging Cell, Anti-Sexual Harassment Cell, Sports Committee, Cultural Committee, Grievance Redressal Cell, Poor Student Relief Fund Committee are chief of the main committees.

- **Service rules of the HNG University, State government and of the college management are applied in administration, recruitment and in all other matters.**

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1AYR-L6UpPEetipb8AZFjiUXz6IGwhY7g/view?usp=sharing
Link to Organogram of the Institution webpage	https://accvad.ac.in/
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	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

As per State Government Rules 12 days of casual leave are available to the teaching staff and 12 days for non-teaching staff. The non-teaching staff avail 30 days of Earned Leave every year. 20 half pay leave or ten days leave can be commuted every year by every employee.

Provision to grant duty leaves is there to all the staff members to attend various Training Programmes/ Orientation/ Refresher/ FDP/ Workshop/ Seminar/ Examination / Election duties as per the Government rules.

Lady teachers can claim six months' Maternity Leave as and Male teachers can claim Paternity Leave as per Government rules.

Government offers various mandatory Insurance Schemes to the staff.

Gratuities, Pension and all other such Government welfare schemes and measures are given to the staff. The college management appreciate specific of faculty and honor him/her in college Annual Day by giving certificate and memento.

Additional Facility of library is provided to teachers conducting research. Grievance Redressal Cell takes care of complaints of the students as well as staff. Anti-Sexual Harassment cell for prevention of Sexual Harassment of women at workplace. Parking Facility is available for staff and students. Uniforms for Class-IV employees and security guards is provided every year.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1QVJS_PP8xzKu4PiilMmPv4Kcu8eCk1XP/view?usp=sharing
Upload any additional information	View File

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

02

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

03

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

06

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

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

- **It is a mandatory process for every teacher to have the self appraisal form furnished by UGC as per regulation 2010**

and 2018. It evaluates the involvement of the teacher in the extracurricular and cocurricular activities. Participation in seminars and conferences; presentation of papers in seminars and publication of articles in journals and involvement in extension activities are also assessed at this juncture. The self-furnished appraisal form is then handed over to the Head of the Department who transfers it to the IQAC.

- The Teacher’s Diary is also an assessment mechanism, evaluated by the HoD and the Principal. It is a record of the teacher’s work throughout the year.

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

- The performance of the non-teaching staff of the college is assessed based on a general feedback form filled by the students and parents about the college. Training program related to life skill and computer skill is also conducted by college management from time to time.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1kFOlHMFDCDJ5mtmvLU6NJZ9HuB_DPRm_/view?usp=sharing
Upload any additional information	View File

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 institute follows the directions from the Higher Education department and external Chartered Account for this internal audit. At the end of every financial year, the annual financial statement is prepared and sent to the authorities in the Department of Education. The college

management has even appointed an internal auditor for the internal audit of the college. After the scrutiny and checking of the expenditure of the institute by an internal auditor, it is forwarded to the recognized CA. Audit of the institute is done every year in time.

- The college seeks the services of the External auditor for interim audit in September and Final audit in March every year.
- After the completion of the specified period of a Special Development Grant from UGC, all the files relating to that grant are submitted to our external auditor, Ashvin Yagnik, Mehsana, a qualified Chartered Accountant for verification and audit certificate. These certificates and statements of account are submitted to the UGC.

- An auditor Mr. Hareshbhai Kansara from the management visits the college at end of every quarter and verifies the accounts, prepares the journal and ledger and submits a quarterly report to the Management.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1uCGgwI99vwwPhx67knsnz8EvRbs1kdVE/view?usp=sharing
Upload any additional information	View File

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)

00

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Various strategies for mobilization of funds:

- **Scholarships from central/state governments**
- **Central/State Government fund under various heads.**
- **University assistance for different activities**
- **Financial assistance from Management, philanthropists**
- **UGC funds are deposited in separate bank accounts and utilized as per the heads which is sanctioned by UGC.**
- **Students' scholarships from Government and private agencies are distributed only through bank accounts.**
- **Most of Items are purchased through GEM and payment is paid through PFMS.**
- **The income from fees is spent on the maintenance of the purchased equipment, furniture, library maintenance, sports facilities and updating of other facilities.**
- **Contribution of teachers and donors are provided to support financially backward open category students.**
- **All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through cheques.**
- **College maintains an annual budget system and internal-external audit for the effective and efficient utilization of available financial resources.**
- **Collection of tuition fees, purchases of books, stationeries, equipment payment of bills etc. are done through centralized accounts department.**

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1gc8FmNqByJyc9rFCnNV7RI0PSHx1DEW2/view?usp=sharing
Upload any additional information	View File

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

Contribution of IQAC to Institutionalize Quality Assurance Strategies and Processes:

- **IQAC has made the faculty and the staff aware of the parameters of quality assessment, and channelize the**

activities, introduce new models, design the forms as well as maintains records of their activities.

- The IQAC undoubtedly took the lead in transforming the learning atmosphere in the campus into a learner centric one.
- Every year, under the initiative of the IQAC, the feedbacks on the academic and administrative processes and facilities are taken from the stakeholders. Relevant issues are taken up and appropriate responses and measures are suggested by the IQAC to the Management.
- IQAC organizes workshops, seminars, exhibition, competitions aiming at the interaction of the academic and industrial realms, which is hugely beneficial for the teachers and the students with the involvement of the students.
- The IQAC meticulously document the participation of faculty and students in various curricular and extracurricular activities. All the documents are collected by the IQAC at the end of the Year.
- IQAC is also the nodal agency for coordinating and implementing the best practices of the institution. The best practices such as Green Audit, Energy Audit and Academic Audit were conducted on the campus.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1xhWMWwWFRe4MgnD6j86UTiZkteft_cYj/view?usp=sharing
Upload any additional information	View File

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

IQAC of the college has initiated several steps for making the teaching-learning more interactive. As an illustration of the IQAC initiated review processes below two case illustrations are presented.

1. Every year the College conducts a performance appraisal of teachers by randomly selected students from each class, as per the requirement. The IQAC of the College undertakes the analysis of this feedback. The feedback analysis provides a reliable source of information regarding the quality status

of the teachinglearning process in the College during that particular year. The coordinator of the IQAC communicates the feedback analysis to the Principal who takes necessary action where required.

2. The IQAC in its annual Plan of Action makes several recommendations aimed at bringing about general improvements in the overall functioning of the College. This includes plans to reform teaching, learning and evaluation. The IQAC has recommended several steps to enhance the effectiveness of the teaching learning process through its Plan of Action. The College has undertaken many steps to reform the teaching-learning process and facilities. These include new Central Computer Lab; new ICT enabled Smart Class Rooms, Upgradation of Seminar Hall, Wi-Fi Campus, additional books and Journals, organizing guest lectures, seminars/conferences.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1lh_uhT4EYaxxqHJ_6OJ91kSmeNbxkveH/view?usp=sharing
Upload any additional information	View File

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)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/1BCkxW_vrgwoFsvZWDHgUwznDVySqaDVr/view?usp=sharing
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

To promote gender equity, the students of the college are given various facilities and special attractions.

- **Identity Card is compulsory for all students.**
- **The campus is under CCTV surveillance. More than 48 CCTV cameras spread over the campus ensure the safety of students and their vehicles.**
- **Every year International Women's Day is celebrated on 8th March.**
- **Programs like ABHAYAM 181, Traffic Awareness Week, general awareness about Anti -Ragging, road safety, women's security, cyber security, and Drug Prohibition Week are organized regularly.**
- **The institute also organized expert lectures of local female gynecologists to guide girls' students on health and hygiene-related issues and legal advisor to aware them with the law regarding women security and safety.**
- **Anti Ragging Cell has been established. Ragging in any form is strictly prohibited inside the college campus.**
- **ABHAYAM 181 is a toll-free number of Gujarat Police to stop Ragging and girls harassment.**
- **Student Grievance Redressed Cell is one of the best mechanisms for redressing the complaints of the students. Every CWDC organized a visit to the police station with the girl students.**
- **The Girl's Room is provisioned on the ground floor with the sanitary pad machine and other needs of the girls'**

students.
- Complaints box and first aid box are also put in the college building.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1BxbzuEUFT_IGc1IKbapvrutkkg26Jn8K/view?usp=sharing
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	https://drive.google.com/file/d/1d9PGI9OmU8wQNW9JYAcyx5Kkw5y0d_QY/view?usp=sharing

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	View File
Any other relevant information	View File

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

SOLID WASTE MANAGEMENT:

- Each classroom/staffroom/office/library is provided with dustbin, which is regularly emptied. Most of all the solid waste is biodegradable and in the form of leaf and papers which thrown into the dug pit and converted into natural fertilizer by providing a suitable environment.
- The institution follows ‘Green Protocol’ while conducting seminars and other events.
- Proper maintenance of infrastructure and timely repair of furniture is done to minimize solid waste.
- Used papers and newspapers are sold for recycling.

Liquid Waste Management:

As ours is an Arts and Commerce Institution, the liquid waste is not generated. But the water that goes wasted is disposed of through underground drainage and thereby sent to SWTP (Sewage water Treatment Plant).

E-WASTE MANAGEMENT:

- **Electronic goods are put to optimum use and the life of the electronic items is extended by proper up-gradation and maintenance.**
- **The Institution has collaborated with a local service provider for annual maintenance of electronic equipment and disposal of e-waste. Periodic checking ensures that nonworking or old electronic equipment are filtered out and disposed-off properly.**
- **E-waste is minimal as the staff and students are not encouraged to use CDs and other temporary e- resources. Online sources are used.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1UgVCalf49sSAuF0Tm2IdIt6ag-i61GZl/view?usp=sharing
Any other relevant information	View File

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	View File
Any other relevant information	View File

7.1.5 - 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**	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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	B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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	B. Any 3 of the above

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

- The Institution always takes initiatives for providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.
- Staff and Students of all religions and castes are treated equally in the institute.
- Festivals of all religions and castes are enthusiastically celebrated in the organization.
- The cultural activities of the institute also include regional and religious dances of different states.
- Expert Lectures on tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, etc., are organized regularly.
- Birth and death ceremony of the great persons are celebrated to enhance cultural harmony in the students.
- Special day celebration like National Unity Day, Youth Day, Teacher’s Day, World AIDS Day, Children’s Day, Guru Purnima, etc. are celebrated to keep the value-added services in the students.
- During N.S.S. and N.C.C. annual camp, all the students are treated with equality and social justice. They are taught lessons of tolerance and harmony. Our college has become a unique example of communal harmony since its existence.
- Various Departments of the Institution celebrate the birth anniversary of well-known writers like Umashankar Joshi, Zaverchand Meghani, Kalidas Jayanti and Geeta Jayanti every

year, and the Hindi department celebrates Hindi Divas on 14th of September every year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

- **Every effort is made to make the students and staff of the institute understand and be sensitive to their constitutional rights, duties, values, and responsibilities.**
- **For this, various lectures of experts and activities are arranged in the institute.**
- **In the generic and core course conducted at UG level in the college, students are given detailed guidance on Indian Constitution.**
- **Frequent Blood donation camps, regular Rural Educational Up-liftman programs through Village adoption activity and Daily Prayer in every classroom starting the study, active teaching-learning process.**
- **National Voters Day is celebrated on 25th January to make student aware of their rights of vote to elect honest representative from their area.**
- **In collaboration with Manav Utthan Trust, vadnagar, Indian Red Cross Society and Red Ribbon Club, the college organizes various programs like aids awareness, Thalassemia awareness, save the water awareness, trees plantation, ethical values, etc.**
- **Poor Students Relief Fund is an initiative run by the institute through which fees is paid for the needy students studying in the college. Fees of students is paid this year.**
- **Indian Independence Day, Indian Republic Day and Gandhi Niravan Day are celebrated with an environment of nationalism.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, 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	B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

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

1. International Yoga Day: Our Institution ground has been witnessed replete with students on 21st June to celebrate the International Yoga Day.
2. Teachers Day (5th September) is celebrated on a grand scale in the college. The students pay tribute to great teachers by performing the work of teachers for a day. The students handle all the positions of the college. At the end of the day, they felicitate their real gurus.
3. Hindi Diwas: The Department of Hindi in the college leads the celebration of Hindi Diwas on 14th September every

year. They conduct various literary competitions for students.

4. National Unity Day is celebrated on 31st October as the annual commemoration of the birthday of Sardar Vallabhai Patel. Staff and students take the Unity Pledge on this occasion.
5. World AIDS Day (1st December): The NSS Unit organizes an awareness rally on World AIDS Day. The message about healthy living and the dangers of this deadly disease are conveyed to the society.
6. National Youth Day (12th January) is celebrated on the birthday of Swami Vivekananda. Students are given a motivational lecture by an expert on the thoughts of Swami Vivekanand.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

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. Title of the Practice: Add - On- Courses

College runs four add-on and certificate courses to enhance the mental, educational, physical, reasoning and skillful ability of the students. They are: (1) NCC ‘C’ certificate course(2) NCC ‘B’ certificate course, (3) Spoken English (4) Pre-school program co-jointly organized with Children’s University in which 108 students were benefitted.

1. International Multidisciplinary Conference (LSRM-2021)

The IQAC and research committee of the college decided to organize national or international conference every year. LSRM 2021- (Languages, Social Sciences, Regional Studies and

Management Practices) an International multidisciplinary conference was organized on 4th and 5th December, 2021 in which 315Participants are registered and all the papers were published in the reputed journal entitled 'SOHAM' peer reviewed refereed international journal.

1. Award winners in various competitions:

1. The college became university champion in volley ball (boys) at inter collegiate tournament of university.
2. Girls team of volleyball stood at the first runner up at inter collegiate tournament of university.
3. NSS volunteers ranked first in two events- (1) Solo song and (2) Chorus song at state level competition on the special event of NSS Day celebration held at Kutchch University, Bhuj, Gujarat.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

The vision and mission of V.N.S. Bank Ltd. Arts and Commerce College, Vadnagar is to impart higher education to the local youths, especially to those girls who live in and around remote rural areas, to prepare them in the context of social and economic needs.

- It is reflected in most of the activities done by our college library.
- Book exhibition, celebration of various days, guest lecture, workshop on reading and writing skill, book review etc. are the regular activities done by the college in collaboration with library committee.
- we organize various programmes related to empowerment of women. Girls' students are encouraged to participate in NSS, NCC, Saptdhara, CWDC, and sports .
- To develop the overall healthy personality of the students, the college organizes various value, skill and employability-based programs from time to time. Participation in co-curricular and extension activities

always helps students to highlight their hidden potentiality.

- Following the vision and mission of the college, the attitude of the students has changed towards society in terms of responsibility and sensitivity. They extend their services for public welfare or for the needy whenever they get an opportunity.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- To encourage faculty for more research and publication
- To make ICT based teaching-learning process more effective.
- To encourage students for participating in sports and cultural activities
- To focus on life and employability skills related short term Add-on courses.
- To organize various extension activities
- To organize women empowerment programs
- To evaluate continuously academic performance of students.
- To reform examination pattern.
- To extent the work and activities of IQAC like skill development.
- To Upgrade institutional website.
- To Organize various student and faculty development programme.
- To organize LSRM.
- Celebrating various days.
- To initiate various awareness programme.
- To motivate PG student regarding NET/SLET examination.
- To Enrich library by adding new reference books/ journal/periodicals /E resources.
- To encourage student to participate in NSS/NCC/Culture/Sport activities.