



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	Smt. S. C. P. F. Commerce College, Dabhoi
• Name of the Head of the institution	Dr. Keyur K. Parekh
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	6351689394
• Mobile No:	9426486592
• Registered e-mail	commdabhoi@gmail.com
• Alternate e-mail	kkparekh_78@yahoo.co.in
• Address	COLLEGE CAMPUS
• City/Town	DABHOI
• State/UT	GUJARAT
• Pin Code	391110
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	SHRI GOVINDGURU UNIVERSITY, GODHRA				
• Name of the IQAC Coordinator	Shri B. Z. Chaudhari				
• Phone No.	09998054244				
• Alternate phone No.	6351689394				
• Mobile	9998054244				
• IQAC e-mail address	bakulchaudharidabhoi@gmail.com				
• Alternate e-mail address	dilipsinh.thakor@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://www.dabhoicommercecollege.com/wp-content/uploads/2022/08/aqar-report-2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.dabhoicommercecollege.com/wp-content/uploads/2022/07/aca-calander-2020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.12	2009	01/04/2009	31/03/2014
Cycle 2	C	1.8	2014	01/04/2014	31/03/2019
6.Date of Establishment of IQAC			11/03/2010		
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	
0	0	0	0	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
Orientation Programme (Online Due to Lockdown)	
Career and Counselling (Online Due to Lockdown)	
Guest Lecture (Online Due to Lockdown)	
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
Orientation Programme (Online Due to Lockdown)	More than 415 students are given the information regarding the curricular, co-curricular and extra-curricular activities
Career and Counselling Cell	03 lectures are arranged from the different experts of both the state and the country for benefiting our students.
Remedial Classes	05 lectures are arranged for the weaker students for strengthening their ability for English language.

13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th data-bbox="86 427 769 490">Name</th> <th data-bbox="774 427 1469 490">Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 497 769 557">IQAC Comitee</td> <td data-bbox="774 497 1469 557">05/08/2020</td> </tr> </tbody> </table>	Name	Date of meeting(s)	IQAC Comitee	05/08/2020	
Name	Date of meeting(s)				
IQAC Comitee	05/08/2020				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th data-bbox="86 656 769 719">Year</th> <th data-bbox="774 656 1469 719">Date of Submission</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 725 769 786">2020-21</td> <td data-bbox="774 725 1469 786">02/01/2022</td> </tr> </tbody> </table>	Year	Date of Submission	2020-21	02/01/2022	
Year	Date of Submission				
2020-21	02/01/2022				
15. Multidisciplinary / interdisciplinary					
<p>Smt. Savitaben Chunibhai Patel Fartikuiwala Commerce College is popularly known as Smt. S.C.P.F. Commerce College, Dabhoi was established in the year 1968-69 with a gracious donation from Smt. Savitaben Chunibhai Patel, Fartikuiwala, a social worker from Fartikui. The Commerce College began with 170 students with Preparatory Class. It is a grant- in- aid co-education college situated at Dabhoi (Vadodara District). The institution is one of the 10 institutions managed by Vadodara Jilla Kelavani Mandal, Dabhoi which has been playing a vital role in paving the path for the education in the surrounding areas of Dabhoi.</p> <p>Dabhoi has become vibrant center for education. Vadodara Jilla Kelavani Mandal, Dabhoi manages followings colleges:</p> <ol style="list-style-type: none"> Shri C.N.P.F. Arts and D.N. Science College, Dabhoi Smt. S.C.P.F. Commerce College, Dabhoi Sheth M.N.C. college of Education, Dabhoi Technical institute Self Finance Science College, Dabhoi Late Madhavlal Fulshankar Vaidhya Self Finance Law College, Dabhoi Junior Science College, Dabhoi M.Com. (S.F.) M.Sc. Dr. Baba Saheb Ambedkar Open Univesity Centre, Dabhoi 					

The various social, educational, religious and business institutes contribute a lot in the development of Dabhoi.

The results of the University examinations of the college are always higher than the university results. Every year the results are getting higher and higher.

The institution offers B.com degree programme. The medium of instruction at U.G. levels is Gujarati. The institution offers Ad. Accountancy & Auditing as the Principal subject and Ad. Statistics and Secretarial Practice as subsidiary subjects. Along with the academic activities, the College also undertakes various co-curricular and extra curricular activities.

As a part of Curricular aspects, each year, the Vision and the Mission of the college are effectively communicated to all the concerned committees through publishing separate prospectus for B.com programmes containing all the information. The syllabi are framed and revised by the Board of Studies of each faculty of the University on need basis. The Guest Lectures of eminent scholars are arranged for the benefit of the students as well as faculties. The members of faculty also participate in Refresher courses, Orientation Programmes, Seminars, workshops, training programmes etc. to update their subject knowledge and thereby to impart latest knowledge to the students. The Institution is updating itself for New Education policy-2020. As the Government is sponsoring multiple courses for new curriculum in the form of CBCS, the institution also wants to offer different courses in the form of softskill and foundation courses.

The institution offers various course such as Secretarial Practice, Disaster Management, General Insurance, Pollution Control, Environmental Study etc. Such courses help the students to develop their personality in immense way their multiple faculties are develop in this respect.

The courses offered in the college are developing in holistic development of the students personality. As a result the community in General is benefited and the society flourishes in a big way.

Still, the New Education Policy-2020 is not implemented at all, no multiple entry and exit is possible right now.

But, so far as, the diploma courses with TISS are concern, there, we could give multiple entry and multiple exit to our students in the form of diploma and certificate courses.

So far as, the research part is concerned, the research scholars are focusing on the contribution of commerce and accountancy in the society.

Because the New Education Policy-2020 is not implemented yet, we can not apply good practices regarding it.

16.Academic bank of credits (ABC):

Academic Bank of Credits has been established on the lines of the National Academic Depository (NAD), in the sense, NAD is the backbone of ABC, where the students' academic data are held and academic awards are stored (i.e. storehouse of academic awards). Despite the fact that ABC enables students to register or commence credit transfer, the final outcomes of credit redemption and issuance of certificates, as well as the compilation of award records, are administered by academic institutions via the NAD Platform. Hence being the owner of academic awards, Academic Institutions must mandatorily register themselves under ABC via NAD this system is not yet developed in our institution. The institution has not registered under the ABC to permit its learners to avail the benefit of multiple entries and multiple exits for the chosen programmes in the current academic year. The institution has not undertaken any collaboration with an international institutes for sharing the courses.

The teachers have to follow the pattern of University so they do not have any freedom for designing syllabus and form new text books. If the teachers wish, they write their own text books and chapters in the books but they can not implement their design in the syllabus.

So far as, the New Education Policy-2020 is concerned, it is nor implemented in the institution but, there are many prospects through which the institution can flourish and many good practices can be applied.

17.Skill development:

(A) The institution does not have any programme regarding the skill development under National skills Qualification Framedwork. So, we do not have any first hand skill development programmes undertaken in our institution.

(B) Our institution does not have any programme offered to promote vocational education and its integration into mainstream education.

(C) Education is the modification of behavior. It is an ornament in prosperity and refuge in poverty it inculcates value education in the society it makes the students a good human being. The National character is built-up. And values like truth, righteous conduct, peace, love, non-violence, sacrifice are being evolved in the students and they are made a good citizen of India.

(D) 1. Under the CBCS systems, it is made sure that the design of credit structure is created that all the students take at least one vocational course under the banner of soft skill or foundation.

2. The University system does not allow us to engage the services of industry veterans and Master Crafts person to provide vocational skills and overcome gaps between the trained and the untrained ones. But time and again we invite such scholars in our institution to update our students.

3. Due to covid-19, this year, the institution had to teach the students on both online and offline mode. So, it is for the first time in Gujarat we have blended teaching system.

4. The institution is not allowed by the system to have association with NSDC to facilitate all the students by creating a unified platform to manage learner enrollment, skill mapping and certification.

5. Formal degree courses are run by the institution by offering the students through online and / or distance mode due to covid-19. Many courses of Dr. Babasaheb Ambedkar Open University, Ahmedabad are also conducted by our institution in a distance mode.

(E) In the current year, the New Education Policy-2020 has not been implemented yet in our institution. So, we cannot claim much about good practice/s in this regard. But, we are sure that in the years to come we will defiantly make them effective.

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

A. The center in which the students are thought in semi-urban named Dabhoi. It is situated in Vadodara District of Gujarat. Therefore, we used gujarati as a medium of instruction. It is completely vernacular medium. So, it is utterly Indian in nature. Till before

COVID-19, the students had been taught in an offline mode but, during COVID, and even after COVID, we are teaching students in both online and offline mode. So, all the subject are taught in both gujarati medium as well as on both online and offline platforms.

B. There is no such provision for training faculties for bilingual teaching. But, faculties are greatly updated and they are well-versed in both English and vernacular languages.

C. In our institution, we have B.com., M.Com. and a few courses of Dr. Babasaheb Ambedkar Open University, Ahmedabad and Tata Institute of Social Sciences, Mumbai. Many courses like B.B.A., B.C.A., P.G.D.C.A, P.G.D.M., P.G.D.H.R., and all the diploma courses of Tata Institute of Social Sciences, Mumbai are taught in English medium. Rest of the courses are taught in Gujarati medium. But, the reference books referred by the faculties are in English language.

D.1. Our institute is running faculty of commerce and post graduate courses in Commerce and Management, we do not have exposure of Indian languages like Sanskrit, Pali, Prakrit and classical, tribal and endangered etc.

D.2. The university has formed the syllabus like that, where there is no scope for teaching Indian ancient traditional knowledge in the faculty of Commerce.

D.3. Indian arts are incorporated in curricular, co-curricular and extra-curricular activity only they are not part of main syllabus.

D.4. Being the citizen of India, Indian culture and tradition are the part of our entity. They can be reflected in many ways such as the activities conducted during the year in youth festivals and other cultural activities along with the annual function of our college but we do not have Indian cultural and tradition as a part of syllabus because of the nature of the faculty which is commerce.

E. The institution is going to plan for introducing some courses regarding Indian languages, tradition and cultural in the years to come. The University is planning to introduce IPDC (Integrated Personality Development course in collaboration with Swaminarayn Smpraday BAPS, Bochasan, Gujarat as Soft skill course. The institution will also organized certain seminars and workshops regarding Indian cultural and heritage. Not only that many activities will be conducted in the college during the year as parts of curricular, co-curricular and extra-curricular activities along with youth festival and annual day.

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

1. The Curriculum of the institution designed by the University. The institute transforms it into outcome based education by putting sincere efforts in the form of teaching learning and evaluation. Due to the efforts of the institution, the results of the institution has always been higher then University.

2. The continious efforts are made to increase results of the institution. Proper teaching work is provided to the students along with curricular, co-curricular and extra-curricular activities. Cultural activities of both university and college can also enhance the overall personality of the students along with Sports activities. Continues assessment through weekly test and internal evolution system along with assignment make our students diligent in the studies as a result a good outcome based education is provided in the institution.

3. This year, we could not implement NEP-2020 in our institution. But, as "coming events cast there shadows", our institution is conducting various online and offline seminars for orienting our students for many other courses. As a result, we have started Diploma Courses of Tata Institute of Social Sciences, Mumbai in collaboration with Shaeffler India Ltd. The students are given knowledge of different courses along with the certification by both Tata Institute of Social Sciences, Mumbai and Smt. S. C. P. F. Commerce College, Dabhoi jointly.

20.Distance education/online education:

1. The formal education is given in our institution. But due to COVID-19 it is for the first time, online teaching is implemented in our institution. Both teaching and evaluation are conducted on Micro Soft Teams platform provided by Government of Gujarat. The examinations are also conducted on an online platform by both the institution and university at many places in Gujarat. Incremental promotion is also given to the students in II, IV and VI Semesters on the basis of both semesters I, III and V results and the internal evaluation results.

2. Due to COVID-19, it is for the first time the technological tools such as cell phones, tablets, you tube, internet were used by both the teachers and the students in the institution. Recorded audio video lectures were also circulated to the students for teaching and learning process Micro Soft Teams platform was offered by Government of Gujarat free to the students and teachers of the institution. Regular attendance of both teachers and students were reported to

the authority. The lectures on BISAG and SWAYAM are displayed to the students through the teachers of the institution. The assignments are collected in the form of PDF through whatsapp and e mail.

Partial permission of Government could make possible the physical attendance of the students in Odd/ Even formula, As a result the institution had to provide teaching in the blended formats it was the instruction of the Government to provide teaching to the students of the institution in both online and offline mode simultaneous. Therefore, the students were taught in the blended formats in our institution during the current year.

As discussed earlier, NEP-2020 had not been implemented in the institution in the academic year 2020-2021. But, COVID-19 had paved the path of both distance learning and online education along with the blended teaching in our institution. Many distance courses were commenced in this year under the umbrella of Dr. Babasaheb Ambedkar Open University, Ahmedabad. And around 400 students were enrolled in different distance courses of this university.

Extended Profile

1.Programme

1.1

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

File Description	Documents
Data Template	View File

2.Student

2.1

Number of students during the year

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

File Description	Documents
Data Template	View File
2.3	
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	10
Total number of Classrooms and Seminar halls	
4.2	1000000
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	21
Total number of computers on campus for academic purposes	
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

In the academic year 2020-2021, the world was facing COVID-19 pandemic. Therefore the curriculum delivery was done online the lectures were conducted on Micro Soft Teams. And the Government has kept an eye on the proceedings of teaching. The examination was conducted by the university for the semester-I, III, and V and in the semesters II, IV and VI, the students were promoted on the incremental promotional basis. The internal exam was conducted online by Google forms on an MCQ basis. The university exam patterns were also completely change and put emphasis on the MCQ pattern. The students were delivered lectures and the syllabus was completed in the most effective way possible.

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

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

The college is affiliated to Shri Govind Guru University, Godhra. Hence the internal evaluation system is implemented by the college which is prescribed by the university. In both the semesters, two internal examinations are conducted. The internal marks carry 30% weight age and 70% weight age is given to the external examination. According to the academic calendar of the University, the college has prepared the academic calendar of its' own. All the activities including the internal exams are conducted as per the Academic Calendar which is identical to the Academic Calendar of the University.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	http://www.dabhoicommercecollege.com/wp-content/uploads/2022/07/aca-calander-2020-21.pdf

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

A. All of the above

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

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

1.2 - Academic Flexibility

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

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

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)

8

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

92/909

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

File Description	Documents
Any additional information	No File Uploaded
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 institution does not have any power to integrate cross cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and sustainability in to the curriculum directly. Because the university evolves the curriculum. But, if certain chapters reflect such cross cutting issues relevant to above mentioned subjects, then, the teachers impart their knowledge and expertise regarding them. The teachers observe professional ethics in dealing with the students. The college is providing co-education. So, there is no gender bias. On the contrary the girls ratio is greater than the boys ratio in the enrollment of the students. Human values are sincerely observed in the institution. The teaching and administrative staff set an example of good character and excellent services.

Our institution is situated in a bigger landscape of 42 acres. A few buildings are there. Therefore, we have ample amount of open land

were a huge amount of tree plantation has been regularly done.

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	No File Uploaded

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

Nil

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

Nil

File Description	Documents
Any additional information	No File Uploaded
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	
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)	No File Uploaded
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
510	
File Description	Documents
Any additional information	No File Uploaded
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	

File Description	Documents
Any additional information	No File Uploaded
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

The insitution has more then 1000 students in the graduate level and more than 200 students in post graduate level. Along with that the college runs addon courses in collaboration with Tata Institute of Social Sciences, Mumbai carrying 152 studets. All the morethe insititue has the center ofDr. Baba Saheb Ambedkar Open University, Ahmedabad having more than 12 courses carrying 800+ students. Many students are slow lerners. For them the insititution conducting remedial classes free of cost. The teachers are sparing additional time to strenghthen the capacity of the students. Such students are differentiated and treted acordingly. The college has been producing more than 20 distinction studenst and rankers in the University. These students are highly motivated by our scholarly professors and they are given the special treatment by providing excellent efforts. The are given special fecilities in the library by providing them with a good number of reference book and journals. The are provided with internet access for searcing online materials. Both are properly treated for enhancing their existing levels.

File Description	Documents
Link for additional Information	Nil
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
1116	101:1

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The College is established in 1968. It has more than 50 years of golden history. Thousands of students studying in this institution. Many of them are settled in abroad. Many of them are great business men and entrepreneurs. A great amount of students are in different services it proves that the treatment of the college is student centric. The methods in which students are taught are different that of other institutions. The teaching and learning process is two-way and participative. The teachers are having problem solving methodologies for enhancing learning experiences. The students are exposed to ICT. Great scholars of national standards are invited as a guest lecturers in the institution on hybrid modes. A continuous assessment is done for the students by the teachers a placement drive is regularly conducted and many industries are invited in the college for job placements. Different lectures of soft skills and life skills are provided to the students. A regular participation of students in the Sports, Cultural Activities, N.C.C. and N.S.S. are promoted in the institution for overall development of the students. Various festivals and an annual day are also celebrated during the course of the year.

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

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

The institution has 04 class rooms equipped with ICT and a seminar hall. Some teachers are using overhead projector for teaching the students. Since it is commerce college, the board work is essential but many teachers prepare the study material and teach the students on ICT. The whatsapp groups are generated and materials are circulated in the respective classes by corresponding teachers. The use of internet for material collection and youtube videos is regularly done. In the library, the books are installed in the software and the books are search through the system by the students themselves. Two internet connections are purchased by the college and the administrative offices are connected by LAN through internet connection. WIFI facility are also provided to the students for

surfing the materials.

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

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

2.3.3.1 - Number of mentors

08

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

08

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

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

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

03

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

05

File Description	Documents
Any additional information	No File Uploaded
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.

The college is affiliated to the ShriGovind Guru University, Continuous Internal Evaluation (CIE) is followed as per the regulations of the University. IQAC monitors the time-bound, smooth and transparent implementation of Continuous Internal Evaluation, with the principal as chairman and a senior faculty as convener. The institute adheres to the academic calendar under the guidance of IQAC which includes plans for continuous internal evaluation based on the available working or teaching days. There is examination committee and the question papers are set strictly as per the University Examination pattern. The criteria for internal assessment and weightage (30 of maximum marks in a course) divided as, 07 marks for seminar presentation, class participation assignment respectively, 07marks for class test, 06 marks for class attendance and 20 marks for Internal Exams in the Information Brochure published on the website of the college and University. This year due to the Pandemic, the CIE was done through Online Platforms. Mock Tests were taken by the faculties of the college to acquaint the

students with the online pattern of examination. Workshop was conducted for teachers as well as students to train the teachers and students to use the Online Platform for Teaching and Learning.

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

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

The IQAC has taken a number of steps for making internal assessment system transparent, effective and efficient with the involvement of both the faculty and the students: Code of the Examination Ethics is circulated to the students and faculties through WhatsApp groups and circulars. The mentors make the students aware of their duties and responsibilities and motivate them to score high in internal assessment as this will add value to their overall academic score. Students are given opportunities in different modes to show and test their learning level throughout the semester/year. The information of routine class tests and assignments, project work, MCQs Test is published in the Class WhatsApp group and announced by the respective teacher. Students who underperform in such tests or absent are counselled by the HODs and mentors and, if necessary, parents are also informed or called in the Parent-Teacher meetings. There is examination committee and the question papers are set strictly as per the University Examination pattern. The evaluated answer scripts are distributed to the students individually pointing out the fallacies and pitfalls within four days of the completion of the exam. Students' grievances are taken care of and redressed in a timely manner.

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

2.6 - Student Performance and Learning Outcomes

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

Ways and means for familiarizing POs, PSOs and COs among the stakeholders:

- PO, PSO and CO are made available in the website via the link which facilitate and render helping hands to those seeking admission to the institution to enrol for a specific programme by identifying holistic details including syllabus, programme outcomes, programme specific outcomes and course outcomes.
- POs and PSOs are displayed in department notice boards, classrooms and labs to make the students acquainted and familiarized with them.
- Along with POs & PSOs, programme specific career and higher education prospects are conveyed to their wards by the tutors concerned.
- A discussion on Course outcome is made by the faculty members concerned at the beginning of each course and is reviewed at the end of the course.
- Initially, a course outcome linked teaching plan is prepared by all the faculty members and is discussed in the class at the beginning of the course.
- Feedback on CO attainment is collected from the students after each internal test. Gap analysis and gap bridging methodologies are devised and executed at the end of each semester by the faculty members engaging the concerned courses.

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

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

The academic programmes offered by the institution have a clearly stated learning outcome. It is integrated with the institutional goals and objectives.

- The learning outcome is disseminated through the syllabus which is scientifically designed by the faculty through workshops and discussion organized by the University.
- The curricular and co-curricular activities make the students aware of the course outcome which corresponds to the knowledge base of the topic.
- Continuous assessment through assignments, seminars, Internal and External Evaluation Pattern provides an opportunity for

the faculty, students and parents to critically evaluate the learning outcome.

- The IQAC takes steps to ensure quality and the methods of teaching and learning are redesigned in accordance with the feedback that reflects the reason for not achieving the intended outcome.

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

2.6.3 - Pass percentage of Students during the year

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

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	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://www.dabhoicommercecollege.com/wp-content/uploads/2022/08/SSS-2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

0

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

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

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

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

0

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

File Description	Documents
Any additional information	No File Uploaded
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

Since, there was corona pandemic, no physical activities were taken place in the campus.

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

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

Government/ government recognized bodies during the year

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

0

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

0

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

0

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

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
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 strategic location of the institution affords easy access to all the amenities that a modern town has to offer, particularly health and transportation services. The institution has land area of 1.69 acres. The Management of the college has consistently adopted a proactive policy in creating an environment conducive to the academic and overall personality development of our students. The

creation and enhancement of infrastructure to facilitate effective teaching and learning is brought about through the committed efforts of institutional bodies like the IQAC and the Internal Audit Committee in conjunction with members of the faculty and the management. The institutions infrastructure meets the changing needs and profile of the student population. The college has spacious class rooms, Principal's Chamber with modernity, auditoria, IQAC, , Smart room, , NCC room, NSS room, Ladies Room, Boys Room, Staff Room, Women's Cell, Grievances Cell, Anti Ragging Cell, Population Education Cell, Equal Opportunity Cell, Incubation Centre for Entrepreneurship, Women Empowerment Centre, Sports and Gym facilities, Admin Office, Vivekananda Centre of Positive Thinking and Counselling, IPR Cell, etc.

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

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

The college offers ample facilities for sports and games. The Cultural Committee of the college organizes the Talent Hunt programme in the beginning of the session having various cultural events and the schedule of different activities is incorporated in the academic calendar of the college. The inhouse auditorium is used for all the major activities like cultural programs, college cultural festival, annual day, annual light music program, yoga training, etc. Expert training is provided in various sports events such as Basketball, Kho-Kho, Yoga, Table Tennis, cricket, Hand ball, Badminton, Kabaddi, Volleyball, and Aerobics. The college teams have been proving their excellence in various -Inter, Intra, District, University, State, National. The institution ensures the participation of students in intra and inter-institutional sports competitions. The students also have to the use of the college Ground. There is a sports room with adequate furniture for storage of sports equipment.

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

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

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

17.14

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

4.2 - Library as a Learning Resource

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

Yes (LMS 2.0)	
File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	E. None of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	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)	
NIL	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	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	
TEACHERS 08 STUDENTS 72	

File Description	Documents
Any additional information	No File Uploaded
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 college has updated its IT infrastructure to cater to the needs of the students ensuring effective and outcome-based teaching-learning. Keeping this under consideration, the IQAC of the college takes feedback every year from the IT Experts of the college on the existing IT facilities, quality of services and future requirements. The College provides the access to Wi-Fi. The whole campus is Wi-Fi enabled. The borad band connection is of 100 MBPS. All the computer labs have been upgraded with latest hardware and software along with printing, photocopy and scanning facilities. Latest balck and white and Coloure printers and heavy-duty photocopy machines are available for speedy printing of the documents maintaining quality. The campus is Wi-Fi enabled. 04 classrooms are ICT enabled and portable LCD projectors are provided for other classrooms.

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

4.3.2 - Number of Computers

22

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

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

Mechanism of maintenance:

- The playgrounds and sports equipment's are maintained by the marker and monitored by the physical instructor.
- To conserve power, CFL bulbs have been replaced with LED lamps.
- Stock verification is done during the Summer Vacation
- The overhead tanks are cleaned on a regular basis.
- Regular employees are recruited for cleaning, electrification, cctv cameras and fire and seafty operation.
- The college campus has a regular security card for maintaining decepline in the college campus.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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

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	C. 2 of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted 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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

82

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

0

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	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 academic year 2020-21 is the year of corona pandemic we could facilitate the students for only two activities which were online conducted. In yoga 327 were engaged on an online platform. Whereas 92 students were engaged in the course conducted for soft skill and life skill in collaboration with Tata Institute of Social Sciences, Mumbai.

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

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

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

0

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

Nil

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governance of the college is secular in nature by a supportive and proactive Management- Vadodara Jilla Kelavni Mandal, where authority and responsibility are assigned, delegated and shared in a climate of mutual respect. The institution has always strived in line with the stated policy of its quest for excellence in its vision and mission statements, which is deployed through decentralized and participatory governance. It's organizational culture and ways of working endorse an inclusive culture with comprehensive vision and facilitate a healthy system of interdependence and collaboration between the Management & Staff. It focuses on some of the crucial issues like Promotion of Equity and Justice, Women Empowerment, Rural Upliftment, Development of tribble community, Development of Youth, Skill Enhancement, preferential inclination for the poor and the marginalized and the Holistic Development of students. The system of governance is well defined as below:

The College Council comprising of the Principal, Vice Principal, IQAC Coordinator, Heads of all departments and nominated Conveners, Faculty members and Students who discuss all programmes and issues and take major administrative decisions.

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

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

The institute enjoys grant in aid status and is managed by Vadodara Jilla Kelavani Mandal. The financial execution of powers is well stated at the College and individual levels. At the college level, the faculty get opportunities to take leadership positions in the

college governing body, various other committees, IQAC and administrative processes. Principal of institute is appointed as per UGC rules. The senior most faculty member is given charge who, in absence of the principal manages the smooth running of all day-to-day college activities. Administration is further decentralized by appointing a head of the department for all subjects for effective and constructive management of their departments. The Head of the department, in turn, assigns mentorship and gives semester wise charge to faculty members who are responsible for conduction of day to day practicals, various batches, assigning project work, designing schedule for internal examination, etc.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A number of MoUs have been signed with various Public and Professional agencies to run various programs and conduct training programs for students over the period of time. This year, in correspondance with the MoU undertaken with Tata Institute of Social Scinces, Mumbai, The three months training programme for life skill and soft skill was conducted.

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

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

The Governing body of the college develops mechanism, forms and regulates the policies and for an effective functioning of the college so that strategies for desired outcomes are designed and executed with the active co-operation of all stakeholders. The system of governance is as follows: Recruitment:

- The faculty appointment is made depending on availability of workload.
- The Management has a tradition of recruiting its' own product and preference is given to them, but due care is taken to see that they are adequately qualified, experienced as per UGC rules.
- The procedure is as prescribed by the government and later the university approval is also sought.
- The Grant-in-Aid Faculties are appointed by the Government as per the Rules and Policies of the Government.

Service rule:

- Government envisages and administers the service rules for both teaching and nonteaching staff from time to time.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
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

The institution has introduced effective welfare measures for teaching and non-teaching staff. Encouragement is provided for their academic advancement and care is taken to ensure their wellness and enable them to optimize their true potential.

- Free Wi-Fi facility on campus and email addresses using the domain name of the institution are provided to the staff members
- Encouraged to attend/organize national & international workshops/conferences.
- Tea and Coffee served by the institution at free of cost.

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

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

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

0

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

0

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

0

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

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

To ensure efficacy enhancement and competency power of the teaching and the non-teaching staff in the right direction, the institution has envisaged an effective mechanism to evaluate their performance timely. Student evaluation on teachers:

Self-Appraisal by teachers: Every teacher is required to submit the

self-appraisal form/ Academic Performance Indicator which records the annual performance of teachers which includes curricular, cocurricular activities, and research and academic contributions. The self-appraisal form, which is the basic requirement for their career advancement as per UGC guidelines is then reviewed by the Principal and the IQAC.

Feedback from External Stakeholders:

The IQAC collects self-appraisal forms from non-teaching staff to evaluate their performance, major indicators being efficiency and time-bound completion of tasks assigned to them.

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

6.4 - Financial Management and Resource Mobilization

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

The college is government aided, privately managed and receives financial assistance from the Gujarat government; UGC; Governing Body of the college; Students' Fees; Grants and Scholarships from various agencies and funding organizations besides state government and non-government agencies and has transparent and well-structured mechanisms to supervise effective and efficient use of obtainable monetary funds. Internal Audit: All the financial transactions and payments released by the Principal are put forward in the meeting of the Governing Body Comprising Government and University nominees for approval. The accountant of the college maintains all the financial records in accounting software Tally ERP 9. All the vouchers and bills are duly audited by a team of qualified and well experienced Chartered Accountant. External Audit: The audit for the Maintenance Grant (Grant-in-Aid) in lieu of Salary of the Staff and Scholarship to the students received from State Govt. is conducted regularly by the Audit Cell, in the office of CHE, Gujarat, KCG, Govt. of Gujarat, UGC to keep the record transparent, and to ensure accountability, the college office prepares the balance sheet clearly indicating the amount spent under different heads during those particular periods.

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

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

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

0

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

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

The institution has a mechanism to ensure adequate budgetary provisions for academic and administrative activities and to monitor the effective and efficient use of financial resources. The institution maintains a reserve corpus fund which is used as matching grants for developmental purposes. Government Funds: Under New Initiatives in Higher Education, State Government funds were granted for conduct of the following innovative Programmes for students -Saptadhara Activities, UDISHA, Campus Placement Fund, NSS, NCC for internal and external mentoring of bright students for green initiatives of the college, cleaning and maintenance of adopted villages, etc.

Non Government Funds: The institutional leadership and various stakeholders take initiatives to mobilize various resources as and when required for the effective functioning of the College.

The major sources of mobilization include the Management, Alumni Association, Industrialists, Faculties and Linkages. The IQAC of the college also suggests ways and means for systematic utilization of

funds both for academic and co-curricular purposes.

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

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell, constituted as per the direction of NAAC, is acting as the torchbearer for the overall development of the institution. It is taking the dual role of being the link among various stakeholders and at the same time the lighthouse to guide the institution through the path of development. It is possible only because of following the timely updates of assessment and accreditation by the NAAC through its website. Then the whole matter is brought for discussion with the management, teachers, nonteaching staff, students, and alumni as and when required. The action plan is being made based on the discussions and the financial part is taken care of by the management. The academic committee of the management and the staff council help the IQAC in formulating and achieving academic goals from time to time. The IQAC holds periodic meetings with these stakeholders. Teachers are the mainstay of the institution as they are actively involved in planning as well as execution of academic and developmental endeavours. The timely execution of curricular and cocurricular activities is carried out by the active support and involvement of the teachers. Clubs, Cells and Forums created for the same are managed by the teachers.

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

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

The IQAC plays a vital role in institutionalizing norms, setting up

benchmarks, promoting quality teaching and learning, developing human resources and monitoring and reviewing the learning outcomes in the following manner:

Teaching learning initiatives: For effective learning the IQAC has strived to blend the Conventional method with the Multidimensional method of pedagogy such as Group discussion, Collaborative learning, Quiz, presentation, workshop, guest lecture, seminar etc. IQAC monitors the teaching plans for continuous evaluation of syllabus completion, learning outcomes and resources used by faculties. To upgrade and update the knowledge of teachers IQAC encourages FDPs, Case Studies, Workshops and Seminars at regular interval.

Developing Infrastrucure for Teaching and Learning: The IQAC has made consistent and sincere efforts to improve upon the existing IT infrastructure and facilities as per the need of the hour and requirements. Internet via LAN/ Wi-Fi so that faculty while teaching can access Internet for deeper and wider knowledge dissemination. The whole campus is on Wi-Fi enabled. All the computer labs have been upgraded with latest hardware and software.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	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

Sincs, there was Corona Pendemic, No such activity was conducted.

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

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

D. Any 1 of the above

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

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

Hazardous chemicals and radioactive waste management

The College has always sincerely participated in the State Government initiative of Swachhata Abhiyaan, the whole family gets into the action of keeping the campus clean.

Solid waste management:

- Dust bins are used by every individual of college.
- Non recyclable plastics are banned in the campus.
- Scrap metals, corrugated cardboards, examination papers and newspapers are sold or sent for recycling.

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

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic

A. Any 4 or All of the above

5. landscaping with trees and plants

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Our College takes efforts in providing inclusive environment towards cultural, regional, linguistic, communal, socio-economic and other diversities. The College admits students of all castes, class and religion on the basis of merit. The College has followed the reservation policy as applicable. Equal opportunities are provided to all students irrespective of gender, caste or nationality in providing them with facilities and in participation of students in several activities of the College. College conducts several co-curricular activities like essay writing competition on the topics relating to fundamental rights, unity in diversity, peace and harmony, etc. This fosters an inclusive environment of tolerance and harmony towards various diversities in our society.

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

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

The Institute organizes various programs from time to time for the promotion of Constitutional values, rights, duties, and responsibilities of citizens and designs various activities to create awareness about the national identity and symbols and these are aimed to familiarize its stakeholders about Fundamental Duties and Rights.

- To fulfil the ideals of social, political and economic justice and equality of status and opportunity encompassed in the Constitution, the institution makes sure that no kind of discrimination exist among its stakeholders and its all-inclusive policy is incorporated in the vision and mission of the institution.
- To cherish the values enshrined in the Constitution, celebrates Independence Day on the 15th of August every year. The day marks the importance of freedom, on this day, Flag hoisting ceremony is organized followed by recitation of the National Anthem.
- Organizes a Swachch Bharat Cleanliness Drive. The drive is aimed to promote the importance of cleanliness.
- The NCC cadets regularly attend camps and get selected for RDC parade. NSS, NCC and other clubs function in the campus to disseminate the codes of fraternity, sovereignty, unity and national integration.

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

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

C. Any 2 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	No File Uploaded
Any other relevant information	No File Uploaded

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

The Institute organizes various programs from time to time for the promotion of Constitutional values, rights, duties, and responsibilities of citizens and designs various activities to create awareness about the national identity and symbols and these are aimed to familiarize its Institution celebrates/ organizes national and international commemorative days, events and festivals. National festivals play an important role in planting seeds of Nationalism and Patriotism among citizens of India and particularly among the Youth of India.

- To inculcate the historical significance of the national festivals, the institution celebrates Independence Day, Republic Day, Gandhi Jayanthi, Martyr's Day, Education Development Day and Teachers Day.
- Commemorative programs are organized to indoctrinate into the students the values taught by the exemplary lives. Gandhi Jayanti, Teachers' Day and Children's Day are celebrated in memory of Gandhiji, Dr. Radhakrishnan and Nehru correspondingly. National Youth Day, National Integration and Communal Harmony day, National Tribal Divas and Rashtriya Ekta Divas are celebrated in memories of Swami Vivekananda, Sardar Vallabhai Patel respectively.
- Because of Corona Pandemic, no students turned in the campus. So, no activities related to these were conducted during this year.

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

7.2 - Best Practices

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

1. In order to promote the health consciousness, the college conducted online Yoga Day celebration. 327 students participated
2. The college also promotes soft skill and life skill by conducting training in collaboration with Tata Insititute of Social Sciences, Mumbai. Since the college was on an online mode, the students were trained by conducting online classes

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

7.3 - Institutional Distinctiveness

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

The results of the University examinations of the college are always higher than the university results. Every year the results are getting higher and higher. The institution offers B.com degree programme. The medium of instruction at U.G. levels is Gujarati. The syllabi are framed and revised by the Board of Studies of each faculty of the University on need basis. The Guest Lectures of eminent scholars are arranged for the benefit of the students as well as faculties. The members of faculty also participate in Refresher courses, Orientation Programmes, Seminars, workshops, training programmes etc. to update their subject knowledge and thereby to impart latest knowledge to the students. The admissions process of U.G. and P. G. levels is followed as per the norms laid down by Shri Govind Guru University and the institution. In order to ensure equity, admissions are given to the reserve category students

as per the policy of State Government. A regular feed- back is obtained from the students for improving the teaching- learning process. Modern gadgets of teaching learning process are in use. The institution has taken initiative to promote Extension activities. The institution has 09 permanent employees and 03 Management appointees.

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

7.3.2 - Plan of action for the next academic year

The College shall plan and execute all the curricular, co-curricular and extracurricular activities along with extension activities as conducted each year. As a unique plan of action for the upcoming year, the college shall conduct the following activities:

- A Workshop / Conference / Panel Discussion on research methodology to enhance the knowledge of all faculties and students regarding the contemporary academic research activities.
- Computer literacy programme for the employees.
- A grand University Sports Event will be hosted by our College during the Academic year.
- Review and update curriculum on certificate courses to align with Industry trends, technological advancements and evolving academic standards.
- To create and encourage an environment that support creativity and innovation ecosystem in the campus.
- Foster a culture of inclusivity, diversity, and respect, ensuring equal opportunities for all students.
- MoU is going to be undertaken in collaboration with D.S.P. Office Vadodara (Rural) for providing training to the Shedual Cast Students for Government Recruitments and Police Deparment.
- The College is going to focus on the placement of the College students through UDISHA.
- The College is also going to focus more and more on the students' participation in all the curricular, co-curricular and extra-curricular activities along with extension activities conducted in the College during the coming academic year.