



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

##### 1.Name of the Institution

NAVJIVAN ARTS AND COMMERCE  
COLLEGE, DAHOD

- Name of the Head of the institution **Dr. B. C. CHAUDHARY**
- Designation **OFFICIATING PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **02673250039**
- Mobile No: **9427655605**
- Registered e-mail **nacc\_dahod@rediffmail.com**
- Alternate e-mail **chaudhary006@yahoo.com**
- Address **OPP. GOVT. POLYTECHNIC COLLEGE,  
JHALOD ROAD**
- City/Town **DAHOD**
- State/UT **GUJARAT**
- Pin Code **389151**

##### 2.Institutional status

- Affiliated / Constitution Colleges **AFFILIATED**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **SHRI GOVIND GURU UNIVERSITY**
- Name of the IQAC Coordinator **DR. NEETA P. MODI**
- Phone No. **02673250039**
- Alternate phone No. **02673250040**
- Mobile **9825355234**
- IQAC e-mail address **nacc\_dahod@rediffmail.com**
- Alternate e-mail address **chaudhary006@yahoo.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<http://navjivanac.com/>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<http://navjivanac.com/aqar-new/Academic%20Calendar%202021-22.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.60</b>	<b>2009</b>	<b>29/01/2009</b>	<b>28/01/2014</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.18</b>	<b>2016</b>	<b>16/07/2016</b>	<b>15/07/2021</b>

**6. Date of Establishment of IQAC**

**01/07/2009**

**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
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>0</b>	<b>0</b>

**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 02**

- 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)**

- Arrangements for Online classes on MS Teams / Zoom. Enrol students for online classes, make their groups subject and class wise. • Periodic sanitization of the campus to control corona from spreading
- Awareness regarding corona vaccination and Vaccination Camp. • Environment Conservation Programme • Rally regarding Dengue Awareness and World Suicide Prevention Day

**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
Strict Adherence to Covid -19 SOP	Distribution and use of masks, sanitization of campus, use of thermal gun to check temperature of entrants, awareness regarding social distancing.
To conduct online classes and availability of study material	Online classes conducted on MS Teams and Zoom. Sent study material on different whats App groups of the students.
To encourage faculty members to attend webinars	Faculty members attended webinars whenever possible
Policy regarding collection and assessment of assignments.	Assignments were collected according to the Covid-19 guide lines and assessed.
Conduct University exams in accordance with Govt. Guidelines.	University exams were conducted according to the Govt. Guide lines.
To organise vaccination camp	Organised Vaccination Camp at Desaiwada Primary School
To organise Environment Conservation program	Organised Environment Conservation program with Nature Club Dahod
Online finishing school training	Completed online finishing school training for 93 students

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

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY OF THE COLLEGE	03/02/2022

14. Whether institutional data submitted to AISHE

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	NAVJIVAN ARTS AND COMMERCE COLLEGE, DAHOD
• Name of the Head of the institution	Dr. B. C. CHAUDHARY
• Designation	OFFICIATING PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02673250039
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• Affiliated / Constitution Colleges	AFFILIATED
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid
• Name of the Affiliating University	SHRI GOVIND GURU UNIVERSITY
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• Phone No.	02673250039				
• Alternate phone No.	02673250040				
• Mobile	9825355234				
• IQAC e-mail address	nacc_dahod@rediffmail.com				
• Alternate e-mail address	chaudhary006@yahoo.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://navjivanac.com/">http://navjivanac.com/</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://navjivanac.com/aqar-new/Academic%20Calendar%202021-22.pdf">http://navjivanac.com/aqar-new/Academic%20Calendar%202021-22.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.60	2009	29/01/2009	28/01/2014
Cycle 2	B	2.18	2016	16/07/2016	15/07/2021
<b>6.Date of Establishment of IQAC</b>			01/07/2009		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	0	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			02		
• Were the minutes of IQAC meeting(s)			Yes		

<p>and compliance to the decisions have been uploaded on the institutional website?</p>		
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<p><a href="#">View File</a></p>	
<p><b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b></p>	<p>No</p>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<p><b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b></p>		
<p>• Arrangements for Online classes on MS Teams / Zoom. Enrol students for online classes, make their groups subject and class wise. • Periodic sanitization of the campus to control corona from spreading • Awareness regarding corona vaccination and Vaccination Camp. • Environment Conservation Programme • Rally regarding Dengue Awareness and World Suicide Prevention Day</p>		
<p><b>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</b></p>		
Empty space for plan of action and outcome		

Plan of Action	Achievements/Outcomes
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**13. Whether the AQAR was placed before statutory body?**

Yes

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY OF THE COLLEGE	03/02/2022

**14. Whether institutional data submitted to AISHE**



Year	Date of Submission
2021-22	20/01/2023

**15.Multidisciplinary / interdisciplinary**

N.A.

**16.Academic bank of credits (ABC):**

N.A.

**17.Skill development:**

N.A.

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

N.A.

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

N.A.

**20.Distance education/online education:**

N.A.

**Extended Profile****1.Programme**

1.1 Number of courses offered by the institution across all programs during the year	19
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File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1 Number of students during the year	1784
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File Description	Documents
Data Template	<a href="#">View File</a>

2.2	1218
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	1845
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	18
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	27
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	24
Total number of Classrooms and Seminar halls	
4.2	7.54
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	45
Total number of computers on campus for academic purposes	
<b>Part B</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 institution has the following mechanism for well planned curriculum delivery:

Preparation of academic calendar and Timetable. Implementing the academic calendar. Commencing the classes in time. Adequate infrastructure to support class management. Timely appointment of visiting faculty. Motivating the staff towards better curriculum delivery. Briefing the students about the curriculum to be taught. Informing them about reference books, websites to be referred. Regular interaction between the Officiating Principal & HODs regarding the progress of the students

The college ensures that the stated objectives of curriculum are achieved through Class presentation, Assignment, Result analysis, Surprise test, Group discussion, Poetry recitation, Viva Voce, Regular attendance, Regular monitoring of classes.

The college administration keeps a vigilant eye on results, departmental proceedings and students' needs. The library also acts as a good support system in curriculum delivery. Teaching Schedules are prepared and followed by every department

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)

At the beginning of the Academic session staff meeting is conducted to decide the guidelines for counselling, admission and academic calendar. Academic planning committee prepares the Academic calendar for the institution. It includes tentative dates of internal exams and other activities related to the college like sports, cultural, curricular and extension work. After the admission process students are inducted in the college and are briefed about enrolment procedure, scholarship, exams,

assignments, curricular and co curricular activities, sports, outreach programs, NSS, NCC, CWDC, two distance learning(IGNOU and BAOU) university related programs. The Academic calendar is reviewed and revised by the IQAC.

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

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

C. Any 2 of the above

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

## 1.2 - Academic Flexibility

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

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

02

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Different courses offered by the Institution try to merge issues relevant to Professional Ethics, Gender, Human Values, Environment

and Sustainability, and Human Values into the curriculum. Environmental Studies offered as Foundation Course is mandatory for all students. The activities like tree plantation, green campus - clean campus, plastic free campus are organized in the direction of environmental sustainability. NSS and NCC also promote moral values and ethics through their varied programs and camps. These activities help in some way or the others in capacity building and inculcating human values and ethics in the young mind. Gender equity is encouraged among the students by providing equal opportunities and access to available facilities and resources. Some texts in the curriculum especially in the languages - Hindi, English, Gujarati and Sanskrit also help to promote gender sensitivity and moral values. Thus the Institution tries to impart holistic education to the students through different activities and programs.

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

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

0

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 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	D. Any 1 of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**C. Feedback collected and analyzed**

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

1740

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

1633



File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 institution assesses the learning levels of the students through their participation in academic and co curricular activities, classroom interactions, tests, presentations, group discussions, assignments etc.

The institution responds to the needs of these advanced learners by motivating them to secure better marks in internal and university exams, advice them to read extra reference books and visit relevant useful websites. The faculties also provide them study material and reference books to solve their problems. Such students are felicitated on the annual day for their achievements. They are also selected for students' council on the basis of their academic performance. They are encouraged to enrol for different distance education courses and appear for various public service exams.

Slow learners are encouraged and helped by the teachers. The college takes special care to ensure the progress of slow learners by giving them extra time, coaching and material, so that they can overcome their difficulties. They are motivated to take up certificate or diploma courses at the IGNOU and Dr. Babasaheb Ambedkar Open University. The ultimate strategy is to make them employable in the job market.

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

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

Number of Students	Number of Teachers
4466	18

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

Due to Corona, most of the classes were conducted online. The students were provided study material, reference books and link and list of useful websites, and were encouraged to access the e content like SANDHAN, Shodh Ganga, SWAYAM. Faculty members help the students to overcome their problems related to online classes and academics.

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 faculty used MS Teams and Zoom for teaching learning process. Whats App groups were created class and subject wise to share study material, PPTs, video clippings, links, online quizzes etc. The students were also suggested to watch movies based on prescribed text.

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	
18	
File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded
2.4 - Teacher Profile and Quality	
2.4.1 - Number of full time teachers against sanctioned posts during the year	
18	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
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	
14	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 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

371

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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 institution is affiliated to Shree Govind Guru University and follows its rules and guide lines. In every term internal exams are held and the assessment procedure is fair and transparent. The results are displayed on the notice board and the students can lodge their complaints if any regarding the evaluation. All complaints are addressed and necessary action is taken well in time. There is provision for re test too. If due to any unavoidable circumstances a student could not appear in the regular internal exams, he can avail this facility.

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 exam committee along with the principal ensures that the exams are held efficiently and on time according to the Govt. and University academic calendar and Covid- 19 guidelines.

The dates and timetable are communicated well in advance through the college website, Whats App groups, and notice boards. Seating arrangements are also conveyed and displayed in the college for the convenience of the students.

The internal evaluation work is completed in time; the results are crosschecked and displayed on the notice boards, and college websites. If the students have any queries and complaints they can approach the administrative wing/faculty/principal and get them solved. After all this process only the results are uploaded on university portal.

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.

The program and course outcomes for all programs offered by the institution are stated and displayed on website and communicated to teachers and students.

The Institution has clearly stated learning outcome which is reflected in the vision and mission statements. The teaching, learning and assessment strategies include preparation of Academic calendar, counselling of students, teaching plans, continuous internal evaluation programs like assignments, presentations, tests, group discussion etc. The program and course outcomes aim at realization of human values, sense of social service, develop critical thinking, analysis and temper. The main objective is employability of the students in the job market. The students are briefed about the outcomes at the commencement of the term, usually during the Induction meeting and lectures. The faculty members are also made aware of it through the meetings and other communications so that they can make efforts to inculcate the expected knowledge and skills among the students.

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

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

Attainment of programme outcomes and course outcomes are evaluated by the institution through internal evaluation system which includes assignments, presentations, internal exams, group discussions, quizzes and tests etc. The concern faculties give suggestions on the basis of these assessment measures to the students so that they can perform better. The university term end exams also reflect the learning outcome of the programmes and courses.

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**

1191

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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)**

<http://navjivanac.com/agar-new/Student%20Feedback%20Analysis%202021-22.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)	<a href="#">View File</a>

**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)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>

#### 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

4

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

As the movements were restricted during the year due to corona much couldn't be done regarding extension activities in the neighbourhood community, sensitizing students to social issues for



their holistic development. The NSS volunteers distributed masks, organized social awareness programs on Covid- 19 and planted trees following the government guidelines.

- Vaccination camp was organized at Desaiwada Primary School, Dahod.
- Dengue Awareness rally was held at Chhapri and Tindori villages.
- Rally was held regarding World Suicide Prevention Day.
- Awareness campaign on green or blue deeds in collaboration with Gujarat Ecology Commission.
- Save Snake Drive at Galtora village.
- De-addiction Awareness Program.
- HIV/AIDS and TB Workshop

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
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

12

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)	<a href="#">View File</a>

### 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

857

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)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**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 has adequate infrastructure and physical facilities for teaching learning viz. we have 21 class rooms, administrative office, 6 departmental cabins, staff room, NSS and NCC office, CWDC and Principal's office. The library is well stocked and has more than 45000 books/ reference books. We also have a reading room which the students utilize in their free time. We have 2 Distance Education Learning centers BAOU and IGNOU where the students enroll themselves for various certificate and degree courses. We also have a Women's hostel and a seminar hall. The college has enhanced its infrastructural facilities by installing CCTV cameras in the campus. Internet/ wifi is also available. The Digital Education and Learning Lab has 25 computers and 1 projector. The Computer Lab has 20 computers to facilitate teaching learning.

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 institution has adequate facilities for cultural activities, sports, games etc. we have a huge sports ground which is used for different outdoor sports like cricket, volley ball, kabbadi, khokho, football, etc. The auditorium is used for co curricular as well as extracurricular activities. It can accommodate about 500 students. Yoga training and other gatherings are all organized there.

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.

01

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

01

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)	<a href="#">View File</a>

#### 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)

7.54

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)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

**Library is partially automated with SOUL 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)	<a href="#">View File</a>

**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)**

**86226**

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)	<a href="#">View File</a>

#### 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

98

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

#### 4.3 - IT Infrastructure

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

The governing body has hired an agency on contract basis for the maintenance and updation of IT facilities. The campus has NAMO wifi provided by the Govt. of Gujarat. The college website is also updated periodically.

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

##### 4.3.2 - Number of Computers

64

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

<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	<b>C.10 - 30MBPS</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional Information	<b>No File Uploaded</b>
Details of available bandwidth of internet connection in the Institution	<b>No File Uploaded</b>
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>	
<b>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)</b>	
<b>7.54</b>	
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<b>No File Uploaded</b>
Audited statements of accounts.	<b>No File Uploaded</b>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>
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.	
Annual maintenance contracts have been made with various agencies to maintain physical, academic and support facilities - library, sports complex, computers, printers, classrooms, departmental cabins, administrative wing, staff room, common rooms, office area etc. Dead stock register is regularly maintained. Fire safety system has been installed and is maintained regularly. Furniture, fixtures and physical infrastructure is repaired; replaced and new ones are purchased/ constructed as and when required.	

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
<b>STUDENT SUPPORT AND PROGRESSION</b>	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
4872	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>



<b>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</b>	<b>C. 2 of the above</b>
<b>File Description</b>	<b>Documents</b>
Link to institutional website	<b>Nil</b>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>15</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>15</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>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</b>	<b>C. Any 2 of the above</b>

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
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

640

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	<a href="#">View File</a>

### 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	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

**Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities such as formation of student council/ students representation on various bodies as per established processes and norms could not be carried out due to outbreak of pandemic-Covid 19.**

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

1

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)	<a href="#">View File</a>

### 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

**We have an Alumini Association but it is not registered.**

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 institution is reflective of and in tune with the vision and mission of the institution. The vision of our institution is overall development of our students and enable them to meet the challenges of life at national and global level. We wish to make tribal and weaker sections of our students more aware and uplift them. Education for all has been the motto and maximum students are given admission. Scholarships are available for most of our students as they come from reserved categories. The objective is to provide value based higher education to the weaker section of the society and improve the chances of their employability.

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.

All staff members are involved in one or the other committee and the convener of each committee decentralizes and allocates work to the members.

- The Institution collaborates with different sections / departments and personnel of the Institution to improve the quality of its educational provision by having one to one meetings with the conveners of different committees.
- If need arises then timely intervention is undertaken by the Head.
- Healthy atmosphere is maintained hence through meetings and personal contact, objective achievement of each committee is

possible.

The Institution has internal coordination and monitoring mechanisms also. The Heads of Departments are given the autonomy in the matters of allocation of syllabus/workload, allotment of classes and assigning other responsibilities in the department. For the smooth functioning of the college, different committees like Admission Committee, Time table Committee, Library Committee, Examination Committee, Cultural Committee, Saptdhara Committees, Sports Committee, Anti Ragging Committee, UGC Committee, IQAC Committee, NAAC Committee etc. are constituted and coordinators appointed. All of them work independently and report to the Principal. The institution takes inputs from staff before deciding on a policy. Various committees and the departments help in the decision making process of the institution.

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

The institutional Strategic/ perspective plan is effectively deployed by Conducting online teaching learning on MS Teams and Zoom during Covid 19. Encouraged faculty to participate in online FDPs/ orientation, refresher programmes and webinars.

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 institution is governed by Dahod Anaj Mahajan Sarvajanic Education Society. The day to day administration work is carried out by the incharge principal with the help of HODs, staff members

and various committees. IQAC helps to initiate students and staff-related quality enhancement programs to assist in their empowerment. Admission is given on the basis of merit and government policies. The students are guided to avail government scholarships. The institution follows the rules laid down by the government of Gujarat and the affiliating Shri Govind Guru University. Appointments are made by the government, however, the appointments and expenses of the visiting faculties are borne by the governing body. Grievance Redressal Cell addresses all the complaints and tries to bring about a solution in an amicable manner.

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

B. Any 3 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)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The institution has a credit society which facilitates teaching and non-teaching staff by providing loans and other banking facilities.

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)	<a href="#">View File</a>

**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)	<a href="#">View File</a>

### 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

4

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)	<a href="#">View File</a>

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

There is no formal performance appraisal system for teaching and non teaching staff. However API calculation and evaluation of faculty members who have applied for CAS or have completed their probation period of 5 years is practiced regularly.

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 institution conducts internal audit with the help of CA appointed for the college. There is annual government account audit too.

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)	<a href="#">View File</a>

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

The institution receives most of the funds from UGC and State government which is utilized optimally. The self finance unit is managed by the governing body through the fees collected.

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

Internal Quality Assurance Cell (IQAC) has been constituted according to the norms and guidelines of NAAC. In each semester a meeting is held to review the existing policies and frame new ones according to the need. These are generally related to admission teaching learning student support facilities, infrastructure, library, exams, results etc. efforts are made to take action on relevant suggestions given by the members and stakeholders to improve the quality of education and overall development of students and staff. Curricular, co curricular and extra curricular activities organized during the year are documented. The AQAR is prepared and submitted to NAAC. It also motivates the faculty members for, outreach programmes, publication, research work, seminars, webinars, FDPs etc. Online finishing school training for 93 students successfully completed.

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

Periodic meetings are held with different stake holders- members, governing body, teaching staff, parents, alumni, office staff regarding academic and administrative policies.

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)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

The institution with its CWDC organizes different programmes like expert talks, essay competitions, debates, poster making, legal awareness programmes and self defense programmes etc. for the promotion of gender equity. Girls can approach the grievance redressal cell if they have any problem in or outside the campus.

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

<b>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</b>	<b>E. None of the above</b>
--	-----------------------------

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	<ul style="list-style-type: none"> <li>Dustbins are kept at places to collect waste.</li> <li>E-waste management: To minimize e waste computers are repaired and reused and obsolete ones are disposed off through e waste recyclers.</li> <li>Waste recycling system: The other scrap material including waste paper are given to the scrap dealer for recycling.</li> </ul>
--	---

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

<b>7.1.4 - Water conservation facilities available</b>	<b>E. None of the above</b>
--	-----------------------------

**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**

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**
- 5. Landscaping with trees and plants**

**E. None of the above**

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**

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

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).

The students of our institution come from divers socio economic back ground. To provide all inclusive environment of tolerance and harmony the institute lays stress on moral values and ethics. The important national festivals like Independence day, republic day, Gandhi Jayanti, Vivekananda Jayanti, Guru Purnima, Teachers' Day,

Raksha Bandhan, and International Women's Day are celebrated. Patriotic song competition, Navratri and Garaba, World Yoga Day are also organized to inculcate the spirit of tolerance, harmony and justice among the students.

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

To sensitize students and employees of the institution lays stress on moral values and ethics. To inculcate the spirit of constitutional obligations: values, rights, duties and responsibilities of citizens the institution celebrates important national festivals like Independence day, Republic Day, Gandhi Jayanti, Vivekananda Jayanti, Guru Purnima, Teachers' Day, Raksha Bandhan, and International Women's Day. Patriotic song competition, Navratri and Garaba, World Yoga Day are also organized to inculcate the spirit of tolerance, harmony and justice among the students. In the induction meeting students are informed about the policies and rules and regulations of the institution and the university. Efforts are made to inculcate the spirit of social service in the students and provide them value based education.

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**

**D. Any 1 of the above**



**professional ethics programmes for students, teachers, administrators and other staff**      **4. Annual awareness programmes on Code of Conduct are organized**

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

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

Birth and death anniversaries of great personalities are celebrated to inculcate the feelings of nationalism, brotherhood, pride in our rich cultural heritage and national heroes. National festivals like Independence Day, Republic Day are celebrated with great enthusiasm. Gandhi Jayanti is commemorated as cleanliness week. International Women's Day is also celebrated.

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.

### EDUCATION FOR ALL

**Goal:- The objective of college is to give maximum admission to ST/SC/OBC/Female students.**

**The Context:-** The college is situated in a tribal belt which has a very high concentration of tribal students who need higher education to improve their quality of life.

**The Practice:-** The college follows the guidelines of the affiliating University in giving admission to the students and maximum thrust is on ST students.

**Evidence of Success:-** The students from remote and tribal areas have been benefited by this practise. It has also helped them in improving their overall personality and quality of life. Due to higher education they are able to get the state and central government jobs reserved for them.

**Problems encountered and resources required:-** In spite of recent recruitments, there is still a shortage of teaching faculty and office staff.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
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 vision of our institution is to aim at overall development of our students and inculcate the spirit of responsibility and social service in them.

This year due to the pandemic we made efforts to :

Create awareness about Covid among the students and staff

Use of mask/ sanitizers and thermal gun was made mandatory.

Maintain social distance

Stress the importance of isolation for Covid affected

Organize vaccination camp particularly for the staff Regular sanitization of campus

File Description	Documents
Appropriate web in the Institutional website	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>
7.3.2 - Plan of action for the next academic year	
<ul style="list-style-type: none"> <li>• Active participation in placement programs</li> <li>• Plan to start English Medium Self-Finance B.Com. College</li> <li>• Orient students about Covid 19, social distancing</li> <li>• Distribution of masks</li> <li>• Vaccination program regarding Covid 19</li> </ul>	