The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year *(for example 2013-14)*

2019-20

1. Details of the Institution

1.1 Name of the Institution

Tolani College of Arts & Science

1.2 Address Line 1

Near Railway Station

City/Town

Adipur -Kachchh

State

Gujarat

Pin Code

370205

Institution e-mail address

tcasadipur@yahoo.co.in

Contact Nos.

02836 -260698

Name of the Head of the Institution:

Dr. Sushil Dharmani

Tel. No. with STD Code:

02836 -265945

Mobile:

9408247444

Name of the IQAC Co-ordinator:

Dr. Rajesh Thakkar

Mobile: | 9898467584

IQAC e-mail address: | tcasadipur@yahoo.co.in

1.3 NAAC Track ID | GJCOGN13144

OR

1.4 NAAC Executive Committee No. & Date: | EC (4th SC) / 2014   Dated 31st Dec. 2014

1.5 Website address: | www.tcas.ac.in

Web-link of the AQAR: | www.tcas.ac.in/AQAR2019-20

1.6 Accreditation Details :

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	7.86	2007	5 Years
2	2nd Cycle	A	3.04	2014	5 Years
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : | 21/06/2007

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i. AQAR _2010-11 submitted on 25/07/2011
  ii. AQAR_2011-12 submitted on 21/08/2012
 iii. AQAR_2012-13 submitted on 12/07/2013
  iv. AQAR_2013-14 submitted on 01/08/2014
   v. AQAR_2014-15 submitted on 25/07/2015
  vi. AQAR_2015-16 submitted on 25/07/2016

vii.   AQAR_2016-17 submitted on 27/07/2017
viii. AQAR_2017-18 submitted on 20/07/2018
ix.   AQAR_2018-19 submitted on 17/12/2019

1.9 Institutional Status

University   State √ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes √   No ☐

Constituent College   ☐ Yes √   No

Autonomous college of UGC   Yes ☐   No   √

Regulatory Agency approved Institution   Yes ☐   No √

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education √   Men ☐   Women ☐

                 Urban ☐   Rural √ Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) √   UGC 12B √

           Grant-in-aid + Self Financing √   Totally Self-financ ☐

1.10 Type of Faculty/Programme

       Arts √ Science √ Commerce ☐   Law ☐   PEI (Phys Edu ☐

       TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

       Others   (Specify)   . _____

1.11 Name of the Affiliating University *(for the Colleges)*   KSKV Kachchh University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University ---------

University with Potential for Excellence ----- UGC-CPE | Yes |

DST Star Scheme ------ UGC-CE | ------ |

UGC-Special Assistance Programme ------ DST-FIST | ------ |

UGC-Innovative PG programmes ------ Any other (*Specify*) | ------- |

UGC-COP Programmes | Yes |

2. IQAC Composition and Activities

2.1 No. of Teachers | 05 |

2.2 No. of Administrative/Technical staff | 01 |

2.3 No. of students | ------ |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 01 |

2.6 No. of any other stakeholder and community representatives | ----- |

2.7 No. of Employers/ Industrialists | 01 |

2.8 No. of other External Experts | 01 |

2.9 Total No. of members | 10 |

2.10 No. of IQAC meetings held | 02 |

2.11 No. of meetings with various stakeholders: | 05 | No. Faculty | 06 |

Non-Teaching Staff Students | 01 | Alumni | --- | Others | ---- |

2.12 Has IQAC received any funding from UGC during the year? Yes [ ] No [√]

If yes, mention the amount [ ]

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 4 | International | --- | National | 2 | State | --- | Institution Level | 02 |

(ii) Themes

National conference on Mathematical Sciences

National conference on sciences

Role of IQAC in encouraging ICT techniques

Role of IQAC in development of e-content

2.14 Significant Activities and contributions made by IQAC

- Regular faculty meetings
- Encouragement for faculty research

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
IQAC decides to focus on any one theme every year. This year the focus was on modern teaching techniques.	• Teaching in science using tablets and laptops.

2.16 Whether the AQAR was placed in statutory body √

Management √ Syndicate ☐ Any other body ☐

Provide the details of the action taken: Nil

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words

- Time Tables are prepared faculty vice, dept. wise and teacher wise and implemented and monitored.
- Audio-Visual facilities are available and teachers are using them for effective teaching-learning process.
- Well-equipped labs are developed by all departments and students are working there batch wise.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
NIL	--	--	--	--

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
NIL	--	--	--

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
NIL	--	--	--	--	--

Already adopted (2016-17)

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Courses
No of Students	NA	NA

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
NIL	--	--

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Eco. Dept. : • Recent development in agri. Sector • Trend and performance of some selected banks	**10** **10**

• A study on out of pocket expenditure for health and education among rural and urban households.	**20**
• A study on gross enrolment ratio by sex observed in selected villages.	**10**
• A study on living conditions of urban slums.	**10**

1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
yes	no	no	No	No

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Introduction

Feedback is an essential element of the learning process. The University collects the feedback on various curriculum aspects and courses from different stakeholders such as the students, Faculty, through online. The feedback collected from the individuals has been analysed and taken to the consideration for the development of curriculum, teaching learning process.

The Students' Feedback on curriculum and teaching learning process at TCAS, Our Campus to get formative feedback from students that can be used towards the improvements in the quality of course design and delivery, as well as student learning experiences. For the academic year 2020-2021, students' feedback is sought from around 441 students about the curriculum and teaching learning process. Majority of the student population (48%) agreed that our questions and student (27%) Strongly agreed that our questions. Majority of the students agreed that the syllabus is covered by the teachers on time. Around (75%) of the students agreed that the content provided in the syllabus is well sequenced and equipped them with necessary technical skills required for their professional areas. It is observed that (75%) of the respondents agreed that he teacher possesses deep knowledge of the subject taugh. The students' feedback revealed that (45%) of them agreed and (30%) strongly agreed to the point that the teacher communicates clearly and the teacher inspires me by his/her knowledge in the subject. Also, majority of students (75%) agreed the teacher covers the entire syllabus and the teacher discusses topics in detail and he teacher engages the class for the full duration and completes the course in time. Here good feedback (63% agreed) for the teacher provides guidance counselling in academic and non-academic matters in/outside the class.

CRITERION II - TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled

BA	**650**	**800**	**650**
B.Sc	**251**	**750**	**251**
M.Sc Maths	**43**	**70**	**43**

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019 - 2020	901	43	30	nil	09

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers on roll	Number of teachers on roll	Number of teachers on roll	Number of teachers on roll	E-resources and techniques used
32	32	32	32	32	

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

CCTV cameras are installed in every classrooms, office and library. A discipline committee monitors students activities regularly.

Number of students enrolled in the institution	Number of students enrolled in the institution	Number of students enrolled in the institution
1822	**1822**	**1822**

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D

Nil				

2.4.2 Honours and recognitions received by teachers *(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)*

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil			

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
Nil	Nil	Nil	Nil	Nil

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Nil

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Nil

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes
for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

Yes

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
NA	BA, BSc	NA	NA	NA

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)
Nil
CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	NA	NA	NA	NA
Minor Projects	NA	NA	NA	NA
Interdisciplinary Projects	NA	NA	NA	NA
Industry sponsored Projects	NA	NA	NA	NA
Projects sponsored by the University/ College	NA	NA	NA	NA
Students Research Projects *(other than compulsory by the College)*	NA	NA	NA	NA
International Projects	NA	NA	NA	NA
Any other(Specify)	NA	NA	NA	NA
Total	NA	NA	NA	NA

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
National Conference on Mathematical Sciences	Mathematics	10-11 January, 2020

GSBTM Sponsored 2 weeks intensive crash course workshop for cracking IIT-JAM……

NSTCAS-2020: National Seminar "Emerging Trends in Science and Technology : Challenges and Opportunities"

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
NA	NA	NA	NA	NA

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
NA	NA	NA

Name of the Start-up	Nature of Start-up	Date of commencement
NA	NA	NA

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
NA	NA	NA

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*

Name of the Department	No. of Ph. Ds Awarded
Hindi	1

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	No. of Publication	Average Impact Factor, if any
National	Economics	3	
National	Hindi	2	
National	PTI		
National	Chemistry	1	
National	Maths	1	
International			

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
-	-

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
-	-	-	-	-	-	-

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
-	-	-	-	-	-	-

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	2	20	10	1
Presented papers	2	15	5	-
Resource Persons	-	3	1	1

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
1.Gurupurnimaa	NSS UNIT TCAS ADIPUR	25	150
2.NSS GETTOGHEDHAR	TCAS ADIPUR NSS UNIT	7	142
3.ONE DAY CLLINING CAMP	NSS UNIT	2	145
4.PLANTATION	NSS UNIT	2	72
5.PRUTHVINE			
6.PLASTIK MUKT BANAVIYE	NSS UNIT	3	145
7. BLOOD DONETION CAMP	NSS UNIT & ROTARY CLUB ADIPUR	20	212

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
RD CAMP DILHI			**1**
SRD CAMP	DILHI RAJKOT	YUVA MANTRALAY NSS GANDHINAGAR	**1**

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
Swachh Bharat	NSS UNIT	PLASTIC MUKT BHARAT	3	145

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant
Nil	Nil	Nil	Nil	Nil

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
NIL	NIL	NIL	NIL	

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Need based budget is allocated	100 % of the allocated budget

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	
Campus area	95627.6 sq m	NIL
Class rooms	14	NIL
Laboratories	12	NIL
Seminar Halls	01	NIL
Classrooms with LCD facilities	02	NIL
Classrooms with Wi-Fi/ LAN	14	NIL
Seminar halls with ICT facilities	01	NIL
Video Centre	01	NIL
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL	NIL
Value of the equipment purchased during the year (Rs. in Lakhs)	1,42,425	NIL
Others	NIL	NIL

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL (college version)	Partially Automated	1.0	2006

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	
Text Books Reference Books { (**Arts & Sc, both**)	**30566**	**NIL**	**123**	**37925**	**30689**	
e-Books	**NIL**	**NIL**	**NIL**	**NIL**	**NIL**	
Journals	08	10575	nil	nil	08	
e-Journals	**NIL**	**NIL**	**NIL**	**NIL**	**NIL**	

Digital Database	NIL	NIL	NIL	NIL	NIL	
CD & Video	nil	nil	nil	nil	nil	
Library automation	partially	partially	partially	partially	partially	partially
Weeding (Hard & Soft)	NIL	NIL	NIL	NIL	NIL	
Others (specify)	NIL	NIL	NIL	NIL	NIL	
NOTE :- **WE HAVE MEMBERSHIP OF INFLIBNET FOR THEW YEAR 2020/21**						

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	87	02	28	02	02	01	05	100	NIL
Added	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL
Total	87	02	28	02	02	01	05	100	NIL

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
NIL	NIL	NIL	NIL

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2 Lakhs	2 Lakhs	5 Lakhs	5 Lakhs

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)*   (information to be available in institutional Website, provide link)

Under process.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Nil	Nil	Nil
Financial support from other sources			
a) National	I.SC/ST/OBC II. DR. AMBEDKAR III.EWS	I. 901 II. 41 III. 10	NA
b) International	Nil	Nil	Nil

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Nil	Nil	Nil	Nil

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
Nil	Nil	Nil

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Nil	Nil	Nil	Nil	Nil	Nil

5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
NA	NA	NA	NA	NA	NA

5.2.3Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	Data not available	Data not available
SET	Data not available	Data not available
SLET	Data not available	Data not available
GATE	Data not available	Data not available
GMAT	Data not available	Data not available
CAT	Data not available	Data not available
GRE	Data not available	Data not available
TOFEL	Data not available	Data not available
Civil Services	Data not available	Data not available
State Government Services	Data not available	Data not available
Any Other	Data not available	Data not available

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Nil	Nil	Nil

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2019-20	Nil	Nil	Nil	Nil	Nil	Nil

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Nil

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

We have an Alumni Association (estb. 2004) but not registered yet.

5.3.2 No. of registered enrolled Alumni: **app. 300**

5.3.3 Alumni contribution during the year (in Rupees) **:** **Nil**
5.3.4 Meetings/activities organized by Alumni Association **:**   **Due to pandemic situation, Alumni Meet could not be organised.**
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):   We have an Alumni Association (estb. 2004) but not registered yet.
CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT
6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

For decentralization and participative management, Institute has a regular mechanism for delegating authority and providing operational autonomy to all the various functionaries to work smoothly.

1. Principal level

The Management / Governing Body delegates all the academic and operational decisions based on policy to the various monitoring committees headed by the Principal in order to fulfill the vision and mission of the institute.

2. Faculty level

Faculty members are given representation in various committees and cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular and extracurricular activities. They are also given authority to conduct seminars/workshops/ conferences/conferences/FDPs and other activities.

3. Student level

Students are empowered to play an active role as head girls and head boys, coordinators, volunteers for co-curricular and extracurricular activities, social service scheme, sports activities etc.

For effective implementation and improvement of the institute, various committees are formed. **(Annexure 6.1.1 – Committees details)**

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial: Yes

We have fully computerised office and accounts system. Online admission process is used for Arts and Science, UG and PG level.

All the staff is kept updated regarding institution and university through an official whatsapp group and email. Principals' weekly meeting with the management is held on first Thursday of every month. The representatives of the Management visit the college occasionally. College staff meeting is organised on regular basis.

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each**):**

❖ Curriculum Development

For UG and PG, we follow the syllabus prescribed by KSKV Kachchh University, Bhuj. New syllabus and question paper structure prepared by unit wise was introduced by the university in the year 2016-17. New syllabus is being formed and will be introduced in 2021-22.

Curriculum and material for foundation courses, self-finance courses at PG level and Career oriented courses is developed by college faculty itself. *(Annexure 6.2.1A – Foundation courses details)*

Many faculty members are appointed as members / chairpersons on Board of Studies of KSKV Kachchh University, Bhuj for curriculum development of UG and PG courses. *(Annexure 6.2.1B – List of faculty members)*

❖ Teaching and Learning

Due to pandemic situation, online classes were conducted in session 2020-21 by all departments. ICT enabled teaching and learning method was used on continuous basis.

Lectures, assignments, projects, presentations, classroom seminars etc. were also organised online.

Internet Facility for wide access to gain information and knowledge is provided by the college.

❖ Examination and Evaluation

Internal and University exams are held at the end of each semester.

Besides written internal exams, students were assigned assignments / projects / seminars / viva etc. Internal 10 marks are counted on the basis of their performances.

Due to pandemic situation, online tests were conducted comprising of multiple-choice questions in January 20201 for internal examination through HireMee Agency.

❖ Research and Development

The institution motivates faculty members for research publications in peer reviewed journals with high impact factor. Faculty members and students are encouraged to present papers in International/National/State Level Seminars, workshops and to share their expertise as resource persons. Research work of the faculty members is exhibited in the college library to inspire further research.

Many teachers have presented their research papers in conferences and published research articles and papers in national and international journals and books.

Teachers are encouraged to pursue research through M.Phil, Ph.D., UGC Minor and Major projects, etc.

Ms. Trisunita Patel, PTI got her PhD. Degree from Swarnim Gujarat Sports University.

(Annexure 6.2.1C – Details about contribution of faculty members for Research and Development. – as per crit 3)

❖ Library, ICT and Physical Infrastructure / Instrumentation

Library & ICT - *INFLIBNET* platform. Search engine for students. Online resources, E journals, audio, video books. LCD Projectors in computer labs, AV hall, and two science rooms.

Physical Infrastructure :

1. New building of the college is being constructed under RUSA grant.
2. Repair of Science laboratories is in progress.
3. Purchase of TABS for Science Departments for smooth conduction of online classes.

(Annexure 6.2.1D – Library)

❖ Human Resource Management

The faculty members are motivated to participate in Refresher & Orientation courses. The college conducts Hands on computer training programmes related to Tally and MS- office for Non-teaching staff.

Annual self-appraisal of the teachers are maintained.

Maintenance of Grievance Redressal Cell, Anti-Ragging Committee, Sexual Harassment Committee

❖ Industry Interaction / Collaboration

Membership of FOKIA. Dr. Haresh Ram, faculty, Chemistry Department gives his services as an advisor.

Placement Cell for interaction, appointments and visits to industries.

❖ Admission of Students

In Arts and Science, admission is given on the basis of merit only and as per the rules through online system.

The admission committee is established as per the guidelines of KSKV Kachchh University. The reservation norms are strictly observed.

(Please refer Annexure 6.1.1 – Committees details)

6.2.2 : Implementation of e-governance in areas of operations:

❖ Planning and Development

whatsapp group system for dissemination of information including regular notice to all Stakeholders is implemented.

❖ Administration

Online admission and accounts system.
Use of PFMS portal for NSS, RUSA, UGC and other grants received from Government.
Use of email and whatsapp group for official communication.

❖ Finance and Accounts

Fully computerised office and accounts section.

Maintenance the college accounts through Tally.

❖ Student Admission and Support

Online admission system.

Maintaining students' database.

Search facility for students in library.

❖ Examination

Computerised question papers are provided in internal examinations.

Results are declared online to save the paper and time.

Due to pandemic situation, internal exams, ATKT exams were conducted online.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019-20	Nil	Nil	Nil	Nil

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2019	How to prepare M.C.Q. and use Software		11-07-2019	18	2
2019	Preparing PPT Professionally		18-09-2019	20	Nil

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Soft skill development program,UGC, HRDC, Gujarat University, Ahemdabad	1	21-27 December 2020
R Programming (FDP)	1	11/05/2020 to 16/05/2020

6.3.4   Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
Nil			

6.3.5 Welfare schemes for

Teaching	Sahayog Society
Non teaching	Sahayog Society
Students	CWDC

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly
 (with in 100 words each**)**

There is a regular system of internal and external audit of college accounts.

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

Name of the non-government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
NIL	NIL	NIL

6.4.2 Total corpus fund generated   Nil

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	Audit Type		Audit Type	
Academic	Academic	Academic	Academic	Academic
Administrative	Administrative	Administrative	Administrative	Administrative

6.5.2 Activities and support from the Parent – Teacher Association (at least three)
NA
6.5.3 Development programmes for support staff (at least three)
NIL
6.5.4 Post Accreditation initiative(s) (mention at least three)

6.5.5
a. Submission of Data for AISHE portal   : (Yes)
b. Participation in NIRF   : (YES)
c. ISO Certification   : (No)
d. NBA or any other quality audit   : (No)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2019	Workshop: How to plan for a conference?	16th September 2019	9:00 am to 11:00 am	28

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES
7.1 - Institutional Values and Social Responsibilities
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period **(from-to)**	Participants	
NIL	NIL	Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

1.energy conservation 2.use of renewable enregy 3. Water harvessting 4. Check dam construction 5. Efforts for carbon neutrality 6. Tree plantation 7.e waste management 8 hazardous waste management

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	-	-
Provision for lift	-	-
Ramp/ Rails	YES	-
Braille Software/facilities	-	-
Rest Rooms	-	-

Scribes for examination	-	-
Special skill development for differently abled students	-	-
Any other similar facility	-	-

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
NIL	NIL	NIL	NIL	NIL	NIL	NIL

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
NIL	NIL	NIL

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
NIL	NIL	NIL

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.plastic bags and polythin wrappers have been baned 2.dustbins has been placed at various corners in the college premises for environmental clenlyness 3.an exhibition by the botany department of tcas was arranged where the students had creatively made plant and flower holders with plastic bottles 4.best out of waste is incorporate in our students .every year the home science department students make bags out of waste instead of using plastic bags 5.home science students make handmade rakhi and sell them in packets made of news papers

7.2 Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the
institution as per NAAC format in your institution website, provide the link

1. One for all and all for one, uniform for college students 2. Prayer and morning assembly 3. Earn as you learn for all the students 4. During the pandemic special precautions regarding health was taken. (a) all the class rooms were sanitized. (b) social distancing was maintained. (c) mask and sanitizer which was provided by the college was made compulsory for everyone.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the web link of the institution in not more than 500 words

Success of an institution not only depends on how it achieved its targets academically but also on how distinctly it stands apart from the other institutions TCAS has one such unique practice of having morning assembly meet with start with a prayer. This imbedded the spiritualism aspects among the students. This is followed by sharing of thoughts, ideas, issues of general knowledge and latest happenings in and around our country. This enlighten the students and keeps them well informed and updated to enable them to keep pace with the present scenario. And has helped many students to develop confidence and become good orator.

The other salient practice of our college is having uniform and identity card for all our students. our college practice one for all and all for one. The students come from different social and economic background caste and religion and having a uniform for all has helped the college not only to have uniformity amongst them but also helps to keep away the unwanted elements.

This discipline is one of the foremost priority of tcas and to enhance it wearing an i-card is compulsory for all the students. This enable the faculty to know if the student belongs to tcas and in which stream the student is from.

8. Future Plans of action for next academic year (500 words)

> The college plans to develop IT enabled teaching-learning system. Hence, during the next year, minimum two smart rooms will be developed. All science labs will be renovated and a new advanced Mathematics Lab will be created.

Name : Dr Rajesh Thakkar

Name : Dr Sushil Dharmani

_____

_____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

*_____ *** _____*