

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year (for example 2013-14)

2018-19

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/AQAR2018-19

1.6 Accreditation Details :

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	7.86	2007	5 Years
2	2 nd Cycle	A	3.04	2014	5 Years
3	3 rd Cycle				
4	4 th 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 2010-11 submitted 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

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)

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

DST Star Scheme UGC-CE

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No. Faculty

Non-Teaching Staff

Students

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. International National State Institution Level

(ii) Themes

IQAC and its role in encouraging research Role of IQAC in development of e-content

2.14 Significant Activities and contributions made by IQAC

- Regular faculty meetings - Encouragement for faculty research
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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 encouraging research.	<ul style="list-style-type: none">• Three faculty members applied for research project.

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					
The institute has experienced faculty to deliver the curriculum content very effectively. Many of the faculty members are members of BOS for the university and hence, they play an important role in curriculum development. This results into efficient teaching- learning process.					
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	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	Nil	Nil	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
-	-	-	-	-	-
Already adopted (mention the year)					
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			
NA	NA	NA			
1.3.2 Field Projects / Internships under taken during the year					
Project/Programme Title			No. of students enrolled for Field Projects / Internships		
Nil			Nil		
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	Yes	No	No	
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)					
The principal and the feedback committee analyses the feedback and suggests faculty members for the betterment in teaching – learning process.					
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		
B.A	600	650	600		
B.Sc	150	275	150		
M.A	60	35	35		
M.Sc	40	28	28		
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
2018-19	750	63	17	4	13
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 using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
34	13	Projector, Computer lab, Free software's like Chems sketch, Chemdraw, MATLAB and Latex	3	0	E-books, NPTEL videos
2.3.2 Students mentoring system available in the institution? Give details. (maximum 500					

words)				
<p>In order to resolve day to day academic problems of the students, mentors are appointed for a batch of 55 students, and they will counsel the respective students once in a week, to solve the problems come across during their course of study. This is a continuous process till the end of academic career of the student. During the last semester of study students are advised for higher studies along with proper career guidance. Reasonable numbers of students have secured admissions for their higher studies and they in turn guide their juniors for their prospective admissions.</p> <p>The objectives of the practice followed by the Institute are :</p> <ul style="list-style-type: none"> • To monitor the students regularity & discipline • To enable the parents to know about the performance & regularity of their wards. • Improvement of teacher-student relationship • Counseling students for solving their problems and provide confidence to improve their quality of life. • Guiding students to choose right career path for job, higher studies, Entrepreneurship, etc. 				
Number of students enrolled in the institution		Number of fulltime teachers		Mentor: Mentee Ratio
1800		34		52.94
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	Nil	Nil	Nil	Nil
2.4.2 Honours and recognitions received by teachers <i>(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)</i>				
<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>	
Nil	Nil	Nil	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				
Program me Name	Programm e Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

B.A., B.Sc.	NA	SEM II, IV, VI- FEB 2019	23/2/2019	5/3/2019
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
B.A. In most of the subjects a tradition of viva is developed along with assignment and written test to evaluate student performance.				
B.Sc. There is an assessment by seminar or presentation along with assignment and written test. Project work or model or poster presentation by group of students is also used as tool to evaluate student's performance. In practical work Lab performance and viva is the tool of continuous evaluation.				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
At the starting of academic year according to university academic calendar a plan is prepared at college level.				
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)				
Under process				
2.6.2 Pass percentage of students				
Program me Code	Programe name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
NA	B.A	575	406	70.6
NA	B.Sc	148	126	85.1
NA	M.A	35	26	74.2
NA	M.Sc	28	26	92.8
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)				
Under process				
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	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil

Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored Projects	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students Research Projects <i>(other than compulsory by the College)</i>	Nil	Nil	Nil	Nil
International Projects	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	Nil	Nil	Nil

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)
Nil	Nil	Nil

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

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

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

Incubation Centre	Name	Sponsored by
Nil	Nil	Nil

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

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International				
Nil	Nil	Nil				
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>)						
Name of the Department		No. of Ph. Ds Awarded				
Nil		Nil				
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	Arts	8	1.5			
	Science	6	2			
International	Arts	2	1.5			
	Science	1	2			
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				
Home Science		01				
Microbiology		06				
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
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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/	02	08	03	10		

Workshops				
Presented papers	02	08	03	10
Resource Persons	01	01	-	-
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	
NSS	NIC CAMP GUJ VIDHYAPITH MINISTRY OF YOUTH AFFAIRS AHMEDABAD	1+1	10	
NSS	Pre Rd CAMPNAGPUR MINISTRY OF YOUTH AFFAIRS DELHI	1	3	
NSS	SRD PALANPUR MINISTRY OF YOUTH AFFAIRS AHMEDABAD	1	2	
NCC	PreRd & NIC	1	10+4	
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	
Nil	Nil	Nil	Nil	
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
Swachchh Bharat	NSS	Swachchh Bharat Abhiyan	02	64
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
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	NA	NA	NA
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	Newly added	
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 (\geq 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.	Value
Text Books	30433	NIL	133	81666	30576	NIL
Reference Books (Arts & Sc, both)						
e-Books	NIL	NIL	NIL	NIL	NIL	NIL
Journals	08	10575	nil	nil	08	10575
e-Journals	NIL	NIL	NIL	NIL	NIL	NIL
Digital Database	NIL	NIL	NIL	NIL	NIL	NIL
CD & Video	148	nil	nil	nil	148	nil
Library automation	partially	partially	partially	partially	partially	partially
Weeding (Hard & Soft)	NIL	NIL	NIL	NIL	NIL	NIL
Others (specify)	NIL	NIL	NIL	NIL	NIL	NIL

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office Labs	Departments	Available bandwidth (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	Paid online by Government	781	35,33,412
b) International		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	No. of grievances redressed	Average number of days for grievance
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received		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
Welspun Industries	26	04	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
2018-19	Data not available	Data not available	Data not available	Data not available	Data not available

5.2.3 Students 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	Nil	Nil
SET	04	Data not available
SLET	Nil	Nil
GATE	Nil	Nil
GMAT	Nil	Nil
CAT	Nil	Nil
GRE	Nil	Nil
TOFEL	Nil	Nil
Civil Services	Nil	Nil
State Government Services	Nil	Nil
Any Other	Nil	Nil

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

Activity	Level	Participants

Table Tennis competition	Local level	16
Elocution and Debate competition	Regional level	22

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
2018-19	Kata-gold(boys)	National	Sports			Irfan Khan
2018-19	Kata-bronze(boys)	National	Sports			Satnam Singh
2018-19	Fight-silver(boys)	National	Sports			Irfan Khan
2018-19	Fight-bronze(boys)	National	Sports			Satnam Singh
2018-19	Kata-gold(girls)	National	Sports			Pranjali Vadhvani
2018-19	Fight-silver(girls)	National	Sports			Hina Pomal
2018-19	Kata-gold(girls)	National	Sports			Priyanka Wadhvani
2018-19	Kata-bronze(girls)	National	Spotrs			Hina Pomal
	Fight-bronze(girls)					

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

The college appoints head boy and head girl and they actively contribute to various activities of the college.

5.3 Alumni Engagement

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

No

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

5.3.3 Alumni contribution during the year (in Rupees) : **NIL**

5.3.4 Meetings/activities organized by Alumni Association : **Yes. 21.07.2019**

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

❖ 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.

Curriculum and material for foundation courses, self-finance courses at PG level and Career oriented courses is selected / 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

ICT enabled teaching and learning method is introduced in English, Economics, Mathematics, Chemistry, Microbiology, Botany departments.

Lectures, assignments, projects, presentations, classroom seminars, educational trips etc are organised by various departments.

Internet Facility for wide access to gain information and knowledge.

❖ Examination and Evaluation

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

Besides written internal exams, students are assigned assignments / projects / field work / seminars / viva etc. (out of 10 marks for each paper)

University has introduced new pattern for examination i.e. question papers of 70 marks and 2.15 hours for regular students; 100 marks and 03 hours for external students since 2017-18.

For internal examination, question papers comprising of descriptive and multiple-choice questions. In 2018-19, internal exam based on objective type questions was introduced as an experiment.

Department of Maths introduced an online exam system for the students at internal level since 2016-17.

❖ 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., Minor and Major projects, etc.

In 2018-19, Prof. Ritesh Tandel, Prof. Mitesh Patel got their PhD in Science. MS. Trisunita Patel, PTI is pursuing her PhD. Prof. Ritesh Tandel cleared CSR-NET.

(Annexure 6.2.1C - Details about contribution of faculty members for Research and Development)

❖ 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 – construction and repair work. Purchase of computers.

(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.

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

❖ Curriculum Development

❖ Teaching and Learning

❖ Examination and Evaluation

❖ Research and Development

❖ Library, ICT and Physical Infrastructure / Instrumentation

❖ Human Resource Management

❖ Industry Interaction / Collaboration

❖ Admission of Students

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.

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
2018	Dr. Sushil Dharmani	Benchmarking in Higher Education (O.B.E)	Tolani Motwane Institute of Management Studies	1000/-
2018	Dr. Rajesh Thacker	Benchmarking in Higher Education (O.B.E)	Tolani Motwane Institute of Management Studies	1000/-
2018	Dr. Kalpesh Sorathiya	Benchmarking in Higher Education (O.B.E)	Tolani Motwane Institute of Management Studies	1000/-
2018	Dr. Mitesh Patel	Benchmarking in Higher Education (O.B.E)	Tolani Motwane Institute of Management Studies	1000/-
2018	Dr. Anjali Shrivastav	Benchmarking in Higher Education (O.B.E)	Tolani Motwane Institute of Management Studies	1000/-

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)
2018	How to Write a Research Paper		08-12-2018	28	Nil
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)
Benchmarking in Higher Education (O.B.E)		5		19-08-2019 To 20-08-2019
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):				
Teaching			Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary	
32		15		
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)				
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				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	GCB	YES	PRIN
Administrative	YES	GCB	YES	PRIN
6.5.2 Activities and support from the Parent – Teacher Association (at least three) Nil				
6.5.3 Development programmes for support staff (at least three) : Nil				
6.5.4 Post Accreditation initiative(s) (mention at least three) : No Information				
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	Date of conducting	Duration (from-----to-	Number of

	IQAC	activity	-----)	participants
2018 -19	One day workshop on 'Reforms of evaluation System' for teaching staff	5 th January, 2019	9 am to 1 pm	36
	A short program on 'Skills of effective admission process' for non-teaching staff	2 nd June, 2018	9 am to 11 am	6

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	
		Female	Male
NIL	NIL	NIL	NIL

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

NIL

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	YES	04
Provision for lift	NO	-
Ramp/ Rails	YES	04
Braille Software/facilities	NO	-
Rest Rooms	YES	04
Scribes for examination	YES	04
Special skill development for differently abled students	NO	-
Any other similar facility	NO	-

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)
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		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)		
<ul style="list-style-type: none"> • Various awareness programs related to environmental protection are conducted from time to time in collaboration with local organizations. • Water harvesting project is developed on the Tolani campus. • Paperless communication is encouraged at the campus. An official college group is formed on WhatsApp to cut the use of paper for circulars and announcements. • Friendship day is celebrated by gifting Tulsi saplings to students and staff in collaboration with Give Vacha Foundation of Anjar. • Some good initiatives taken by the college students of NSS : <ul style="list-style-type: none"> - 'Green & clean campus' drive - Arrangement of bird houses and water-food for birds - Tree plantation and adopting the trees 		
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		
<p>A. <u>Changes in the evaluation methodology:</u></p> <ul style="list-style-type: none"> • A change has been brought in the internal evaluation method of the students. Instead of one time evaluation a continuous methodology has been adopted to evaluate the student's performances and update their appraisal. • Continuous evaluation methodology has helped in an unbiased and uniformly assessment pattern of conducting the exams. <p>B. <u>Evaluation methodology:</u></p> <ul style="list-style-type: none"> • The subjective pattern of exams has been changed and converted into objective pattern the students have an option given by the faculty of their respective subjects to fill in the blank space/ match the following/ one line answer/ MCQ's. • This evaluation system comprises of 40 questions covering the entire syllabus of the paper. <p>C. <u>Change in uniform:</u></p> <ul style="list-style-type: none"> • The self-finance, B.A. and B.Sc. students have been segregated by a change in the uniform colour. This has helped to classify the students according to their subjects. 		
Weblink : www.tcas.ac.in/best-practices		
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 weblink of the institution in not more than 500 words		
The institute has a very diversified enrolment of students. Students come from a very rural area as well as from modern environment. The institute looks after the needs of both the classes in an		

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

The institute plans to introduce M.Sc in Chemistry and Microbiology. There is also a plan of introducing research centre in Mathematics and Hindi.

Name _____

Name _____

Signature of the Coordinator, IQAC
IQAC

Signature of the Chairperson,

