SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SHRI U P ARTS, SMT. M G. PANCHAL SCIENCE AND SHRI V. L. SHAH COMMERCE COLLEGE

PILVAI COLLEGE CAMPUS, AT POST - PILVAI TA - VIJAPUR DIST - MEHSANA 384550
www.pilvaicollege.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

June 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

It is no exaggeration to say that Pilvai is a renowned place of learning not only in Mehsana district but also in the whole region of North Gujarat. The institute, **Shri U. P. Arts, Smt. M. G. Panchal Science and Shri V.L.Shah Commerce College, Pilvai** was started by **Uttar-Purva Gujarat Uchcha Kelvani Mandal, Pilvai** in 1960 by donors truly devoted to the aim of education with a view to imparting higher education to brilliant but economically poor students belonging to a rural area. This college is only one tri-faculty college of the University.

NAAC has reaccredited the institution in Cycle 2 by **A Grade (3.01 CGPA)** on Dt.22/02/2014. The institution has also accredited with **A Grade** in AAA by Knowledge Consortium of Gujarat (KCG). We were also recognized as a **College with Potential for Excellence (CPE)** twice and were awarded Rs 1 Crores and Rs. 80 lacs respectively by the UGC.

At this historic juncture, when the institution has reached the prestigious status, we pause to introspect to affirm and build on our strengths and prevail over the limitations identified by the previous peer team. Since the previous reaccreditation, IQAC has paid special attention to the recommendations of the peer team to do the self-analysis and has fervently taken a number of measures towards quality improvement and innovations. IQAC took necessary initiatives for modernizing teaching-learning methodology with an emphasis on innovative and interactive methods.

Ever since its establishment, the institution is benefited with sighted Managing Authorities and enthusiastic Principals. The institution has spent about 60 years of its esteemed existence. This institution is fulfilling its mission and vision and has fortified a number of youths with higher education. Three generations of people of this area have acquired higher education through this institution.

Vision

To educate and enable youth to enhance the dignity and progress of the society as well as the nation.

Mission

- To make the rural youth aware and obedient of constitutional values like democracy, secularism and freedom of opinion and to make them execute the duties of a true citizen sincerely.
- To nurture them at gender equilibrium in order to avoid partiality with regard to sex in daily life.
- To enable a village to be economically and socially potential centre of development.
- To make the youth live in honour by undertaking inherited and traditional business by employing appropriate technology.
- To arouse vocational skill and curiosity of self-employment in the mind of the youth.
- To disseminate science and technology, and to eliminate social evils in society by developing the scientific approach.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- One of the oldest institutions in a rural area having Good Will in Higher Education
- Proactive and Visionary Management
- Experienced, Enthusiastic and Highly qualified Staff
- Students Strength on Ascending Order
- Quality Education at Affordable Cost.
- Value Based Education
- Emphasis on Holistic Development of Students
- Comfortable Modern Infrastructural and ICT Facilities
- E-Governance- Automation in Administration and Examination.
- Wi-Fi Campus.
- INTRANET Facility
- Enriched ICT enabled Library as a Knowledge Hub.
- Community Orientation
- Eco-Friendly and Gender –Friendly Green-Clean Campus
- Optimum Utilization of Institutional Resources
- Proactive and Sighted IQAC of Institution
- Discipline and Staff-Students Safety as Prime Concerns
- Religion-Creed-Caste-Gender Independent Institution
- Collaborations, Linkages and MoUs with Educational Institutions and Industries.
- Excellent Student Support System
- Scholarships and Grants Offered by The Central and State Governments
- Voluntary Help And Support From The Local Community
- Gender Equity/ Gender Sensitization Programmes
- Commitment to Social Justice and Value Based Education
- Hostel Facility for Boys and Girls.
- Excellent Alumni Involvement and Support
- College has produced a number of luminaries that includes the Governor of Madhyapradesh and Former CM of Gujarat Mrs. Anandiben Patel, MLA Shri Ramanbhai Patel and Formar MLA Dr C J Chavada.
- Research thrust through Minor Research Projects, Seminars and Workshops.
- The faculty of the college are involved in framing and restructuring of syllabi as Chairman of Board of Studies, Member of Board of studies, academic Council, University Senate and Syndicate.
- Reasonable Teacher-Student and Student-Computer ratio
- Transparent and Efficient Administration.
- Excellent Sports Infrastructure
- Online Feedback Analysis System
- Classrooms and Campus under CCTV surveillance

Institutional Weakness

- High Dependence on Rural Environment
- Shortage of Teaching and Nonteaching Staff Due to Government Policies
- Limited conveyance facilities in the interior villages are causing irregularity and restricting students for using college resources after regular working hours.

- Lack of Encouragement from Uneducated and Poor Parents to their Children for Higher Education
- Lack of Positive Attitude and Towards English and Technology Among Students
- Paucity in the Number of Courses, as The Government doesn't Sanction New Programmes
- Lack of Freedom in Developing and Implementing own Academic Curriculum.
- Lack of adequate MoUs with leading Industries
- Student and Faculty Exchange Programmes Still At Initial Stage
- Lack of Multipurpose Indoor Sports Complex for sports, drama and cultural fests
- Consultancy expertise of the faculty still remains unearthed.
- Inefficiency in University administration dampening the quality and effectiveness of education
- A limited number of specialized courses.

Institutional Opportunity

- Faculty Can Give Industrial Consultancy.
- Introduction of New P G Programmes
- Online Examination
- Promotion for Research Enhancement for Teachers
- Scope for More Productive Engagement with Alumni
- Potentials for Launching More Job Oriented Vocational Programmes
- Organizing Placement Fairs and Creating Opportunities
- Enhancement in Skill Development Programmes and Workshops.
- Coaching Students for Various Competitive Exams
- Increasing Number of MoUs/Linkages With National, International Institutions and leading Industries
- Scope to Increase Faculty and Student Exchange Programmes
- Increase the Regularity of Students
- Renovation/Upgradation of College Physical Infrastructural Facilities
- Increase the Involvement of Staff and Students in Extension Activities

Institutional Challenge

- Maintenance of Quality of Education with a shortage of Staff
- Maintenance of laboratories due to Non-availability of support staff.
- Finding Time Slots to Introduce Short Term Courses.
- Preparing the Students for National and Global Competitions
- Inculcate Positive Attitude Towards English and ICT among Staff and Students
- Agrarian Background Causing Less Orientation for Higher Education Among Students
- Delay in Sanctioning of Administrative Posts
- Limited Institutes or Companies Ready to Recruit Students
- The changes in the social fabric (nuclear families), career concerns, parental pressures, peer pressure, stress-related issues etc., adversely affect the mental health of students, which indirectly affects their performance levels.
- Excess Administrative Work of Teachers, with the Introduction of the Semester System, has Reduced the Qualitative Use of Time with the Students.
- The full potential of Alumni are not yet tapped
- Ensure better job opportunities and placement

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- As an affiliated College of Hemchandracharya North Gujarat University, the College has to follow the syllabi prescribed by the University for the courses offered in BA, BCom, BSc, MA, MSc and MCom programmes.
- Ten members of our faculty are in BoS/Academic Council/Syndicate to remodel the curriculum in various disciplines.
- The College has an effective mechanism to implement the curriculum designed by the affiliating University. To complement the curriculum and keep in touch with the current trends, efforts are made by individual departments through Seminars, Workshops, Guest Lectures and Term Papers. Remedial Courses are offered to the weak students.

- **Curriculum Delivery**
    - Academic calendar, master time table and monitoring committees for effective curriculum delivery
    - Continuous evaluation through class tests, seminars, assignments and projects
    - Coaching for CSIR/UGC/NET and Civil Service examinations
- The college offers 14 (10 UG and 4 PG) programmes out of the new 4 (2 UG and 2 PG) programmes have introduced during the post-accreditation period. Choice Based Credit System (CBCS) and semester system have been implemented in all programmes. New 81 courses have been introduced during the last five year.
- In UG and PG Programmes, professional ethics, communicative skills in different languages taught in the college, promotion of self-learning group studies, vocational training, transferable life skills, add-on courses/programmes, educational tours and fieldwork occupy a significant place under general studies.
- Experimental Learning, Problem Solving, Practical and Communicative Skills, Computer Knowledge, General Awareness and Women Issues also receive emphasis in dealing with the Curricular Aspects.

- **Eco-Sensitive and Sustainable Development**
    - Environmental and Gender awareness programmes
    - Sustainable development research
    - Soft skill/Life skill courses
- **Value Based Education**
    - Ethics- Value - based curriculum
    - Extension promoting extracurricular and social outreach activities
    - Drama, Film and Youth festivals, NCC, NSS for the holistic development of students
- Feedback on syllabi online collected from parents, alumni, students and teachers and analyzed. The report is uploaded to the College website.

Teaching-learning and Evaluation

As college is situated in a rural area, most of all students enrolled from surrounding villages. The admission procedure is online strictly according to merit basis as per reservation norms of government. The average percentage of enrollment is 80% against sanctioned seats. 37% of the enrolled students are from socially and economically backward categories. The rate of enrollment found in ascending order during the last five years.

Catering Student Diversity:

- The institution has a systematic mechanism to assesses the learning level of the students. Each department identifies slow, average and advanced learners.
- Student-centric and collaborative learning strategies are employed
- Organizing scholar programme and activities for advanced learners
- Additional skill acquisition activities for improving employability skills
- Special coaching for civil service and NET aspirants
- Scholar Support Programme and senior student counselling system for slow learners
- Remedial coaching and revision session for practical
- The average full-time teacher-student ratio is 1:43.

Teaching-Learning Process:

- Use of Student Centric Methods such as experiential learning, participative learning and problem-solving methodologies are used through various curricular and co-curricular activities.
- All teachers using ICT tools for effective teaching.
- Study materials, question papers, ppts, assignments, video lectures are made available through INTRANET Facility, College Website and Android App
- Mentor support is provided
- Seminars or invited talks by expert and alumni

Teacher Profile and Quality:

- The Average percentage of full-time teachers is 80% against sanctioned posts. Out of the average 50% of teachers are with PhD degree and having average teaching experience of 16.18 years.
- Fulltime teachers have received 20 awards/recognition during the last five years.

Evaluation Process and Reforms:

- Continuous Internal Evaluation and End Semester Evaluation adopted as per University Guideline following the academic calendar.
- Exam related grievances mechanism is transparent, time-bound and efficient.

Student Performance and Learning Outcomes

- The results of college in exams is higher than university result. The average pass percentage of college students in March-April 2018 Exam is 86.24%
- Course outcome is evaluated through feedback, CIE and ESE.
- IQAC largely involves maintaining a harmonious academic environment.

Research, Innovations and Extension

Research and Innovations

- Our institution gives prime importance to research, innovation and extension activities along with Teaching-Learning process. The institution has created a healthy environment for research and

- innovation and facilitates teachers with all types of research facilities.
  - The Research committee upholds ethics in research activities and encouraged teachers for interdisciplinary collaborative research work with social commitment
  - Twelve (about 30%) teachers are recognized Research Guides of the affiliating University. Twenty-seven PhD has been awarded within five years.
  - Teachers have carried out seven Minor Research Projects of UGC successfully during the last five years.
  - During the last five years, forty-eight Books/Chapters have been published and one hundred thirteen research articles were published in national, international and peer-reviewed journals
  - The research methodology included in curriculum and promotion of research aptitude through PG and M.Phil. dissertations
  - Modern labs, Sophisticated instruments, Analytical Software

Extension Activities

- The institution gives importance to the holistic development of students, engaging them in extracurricular and extension activities, through NSS, NCC, Science Society, CSC and Pilvai College Vartul.
- Gender sensitization programmes including debates and seminars
- Science awareness campaigns and exhibitions, planting of trees, trees census, campaigns for the plastic-free and green campus, Save energy campaign, Inter-departmental, Quiz and PPT Competition, Energy and Green Audits, Swachh Bharat Abhiyan, Aids Awareness and stress management programmes, blood donation camps, Counseling services.
- National level participation in NCC and NSS activities and collaboration with government agencies.
- Many activities under collaboration and linkages with educational institutions, government and non-government bodies/agencies, NGOs and Clubs.
- Thirty-four Functional MoUs have been signed with Educational Institutions and Industries during the last five years. Many academic, research and extension activities were done under these MoUs.

Infrastructure and Learning Resources

Infrastructural Facilities

- The college has a beautiful huge campus with 49 acres of land. The institute has separate buildings like Administrative building, Arts building, Science building, Commerce building, Central library building and Hostel building, Principal Bungalow, Staff quarters, Hostel, Canteen, etc. The College has total 6793.15 Sq. Mt. built up area.
- The college is well equipped with the following physical and IT infrastructure.
- Fully atomized Administrative Office with
- Well-equipped staff rooms, two well-equipped seminar halls, Digital Education and Learning Laboratory (DELL), Central Computer Laboratory, Mathematics Computer Lab
- A Chemistry Research Lab with sophisticated equipment
- Nine Well-equipped Science laboratories, Biology Museum and a huge Botanical garden-'Anandi Van'
- ICT enabled classrooms, NAMO Wi-Fi Campus
- INTRANET Facility, Dynamic Website, Facebook Page, Android App
- Indoor Gymnasium, Outdoor Gymnasium, Indoor Sports Facility, Sports Office
- The college has a canteen facility, adequate number of washrooms, NCC office, NSS office, Girls

rooms, Community Hall, Women hostel and Mineral Water Facility.
- The entire campus is under CCTV surveillance.

Library as a Learning Resource

- The College has a good collection of about 42,000 books. The General Library subscribes 88 Periodicals, Magazines and Research Journals and 11 Newspapers. The Library has online access to INFLIBNET e-Resources which provides more than 6,000 online Journals and 31,35,000 e-books.
- The library has automated, using integrated library management software SOUL 2.0.
- The college is a member of INFLIBNET N-List consortia for many years and provides access to thousands of e-resources.
- A well-furnished fully automated library
- A wide repository of books, journals, CDs, educational videos, films, newspapers, rare books, e-resources, etc.
- The facility of Poor Boys Library
- Special sections of books earmarked for BPL, NET/SET Coaching, Remedial Studies, State Public Service Examination, Civil Service Examination, Career and Counselling Guidance
- Availability of issue slip, barcode printer and barcode reader, systems for internet browsing and National journals on most of the subjects taught in the College
- Regular activities like book exhibitions, GK Conner, Wall Paper
- The college provides old paper sets of University as well as College exams
- Dissemination of new arrivals
- There is a well-organized mechanism for **Maintenance of Campus Infrastructure**.

Student Support and Progression

Student Support: The College offers an ideal environment for students, to excel in academics and to imbibe cultural, moral and social values. Strong student-support mechanisms are developed to strengthen the curricular and extracurricular capabilities of students.

- Average 40.15% of SC, ST, OBC, EBC and PH students benefited by scholarships and freeships provided by the Government.
- Capability enhancement and development schemes:
    - Training and guidance for competitive examinations-**Aklavya Academy**
    - Career counselling-**Career Guidance Centre** and **UDISHA Club**
    - Soft skill development workshops- **Central Computer Lab**
    - Remedial coaching for weak and average students
    - Communication Skill enhancement by DELL
    - Yoga and meditation
    - Personal Counselling-Mentoring System
- About 50% of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years.
- The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases. The college has Grievance Redressal Cell, Anti Ragging Committee, Discipline Committee and Women Development Cell for this purpose.

Student Progression

- About 25% of students go to higher studies, 25% in various jobs, and the rest of the farming and self-employment
- 42 students have qualified for State-level SLET, TET, TAT, etc. competitive examination for government services

Student Participation and Activities

- The College has a policy for the dynamic participation of the students in various academic and administrative committees for creating leadership roles, organizing events teamwork, execution skills.
- Every year, the college announces Best Boy - Best Girl for each stream based on their all-around performances
- Our college organizes various Sports and Cultural activities. The College has excellent track records in Sports competitions. Every year, fair numbers of students secure prizes for Arts and Sports at University and State level competitions.
- Physical Education Department, Cultural Activity Committee, NSS, NCC, Science Society, Pilvai College Vartul and Community Science Centre extend the support in co-curricular activities.

Alumni Engagement: Pilvai College Vartul-Alumni Association contributes significantly to the development of the institution through financial and non-financial means. Alumni meeting is held annually.

Governance, Leadership and Management

- The institution has its mission & vision, quality policy and a successful strategic plan. The decision-making procedures are made at appropriate levels in the organizational hierarchy via an optimum, participative and decentralized process in a democratic way. One nice saying is that **"Coming together is beginning, Keeping together is Progress, & Working together is Success".** Therefore, it is all about Teamwork to reach success. Our Management strongly believes that **"Good governance is to govern the least".** By the good governance, sighted leadership and well-organized management, the institute has achieved **A Grade** in NAAC & AAA-KGG and the **CPE status** twice from UGC. This status is a pride for us and prestigious too, as our institute is situated in a rural area.
- Keeping in mind the Mission-Vision and Goals-Objectives of our institution, the IQAC designed the quality policy and plans of the institute carefully. IQAC Consists of Management, Principal, faculty members, students, Alumni and educationalists. The policies and plans of the institute are constituted-monitored-evaluated by IQAC. To implement the plans and policies of the institute, the Principal constitutes various committees. To groom leadership at the student level, the students' representatives are also encouraged and nominated to handle the co-curricular and extracurricular activities. It plays a pivotal role in ensuring and amplifying the quality of the teaching-learning, assessment and evaluation, research and planning and organizes seminars, workshops, exhibitions and quiz competitions It does Feedback analysis of stakeholders. The college has a system of SWOC analysis, which helps the staff in evaluating themselves. Accordingly, they are provided encouragement, suggestions and appreciation.
- The college organizes professional development /administrative training programs for teaching and non-teaching staff regularly. The institution has effective welfare measures for teaching and non-teaching staff**.** We have a very good **Staff Credit Society,** which is of great help to our staff.
- The fees are charged as per government rules. The institutions do not accept any donation from the student. Thus through these means and measures, the institution strives to attain its goals and objectives for the betterment of its student and stakeholders.

Institutional Values and Best Practices

Institutional Values: A value-oriented framework has been evolved to guide faculty and staff in their actions abiding the law, ethics, integrity, student service and quality in lieu with the Vision, Mission, Strategy and Quality policy

- Perform all operations within the prescribed legal framework, norms and standards;
- Foster a learning environment that promotes responsible, principled and accountable behaviour;
- Commit to academic, financial and administrative practices that are transparent, honest and objective;
- Respond to inquiries, requests, and concerns in an appropriate and timely manner;
- Endeavour persistently to enhance the quality of delivery and technology level.

Social Responsibility:

- Organise gender equity programmes, events to promote environmental awareness, human values and national integration
- Energy conservation, Plastic-free campus, minimized paper, Green Audit, Clean and Green Campus,
- Solid waste segregation and disposal of recyclable and e-waste done systematically.
- Functional Rainwater harvesting system.
- Facilities for Divyang students
- Spoken language courses, student youth festivals, exhibitions, film and drama festivals for the community

Best Practices

- Inclusive practices of the institution to impart holistic education are inherent in the system. Students belong to every social class, community and linguistic groups. They are trained to be men and women of competence, commitment, compassion and conscience. Equity and access in availability, special attention to the weaker sections and representation of women in all aspects ensure the promotion of social justice. Social work and outreach activities, assistance to disaster victims, an adaptation of villages for rehabilitation work and educational assistance, blood donation camp etc. inculcate value based social responsibility and good citizenship amongst the student community.
- Two Best Practices are
  - ANANDIVAN - A BOTANICAL GARDEN: *Save Environment Save Lives…*
  - NATIONAL SCIENCE TECHNO FAIR: *Let's Science Prevail…*

Institutional Distinctiveness

The institution continues to strive for the upliftment of the society by spreading and disseminating science. The institution is making maximum use of modern technology in the field of education and administration. The institution does various activities through CSC and Science Society. The institution's propagation of science propaganda and the maximum use of technology distinguishes it from other institutions.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SHRI U P ARTS, SMT. M G. PANCHAL SCIENCE AND SHRI V. L. SHAH COMMERCE COLLEGE
Address	PILVAI COLLEGE CAMPUS, AT POST - PILVAI TA - VIJAPUR DIST - MEHSANA
City	Pilvai
State	Gujarat
Pin	384550
Website	www.pilvaicollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Sanjaykumar Sumantlal Shah	02763-289081	9428047489	02763-289082	collegepilvai@yahoo.com
IQAC / CIQA coordinator	Chirag A Acharya	-	9428224791	-	mnc.chiragacharya@gmail.com

Status of the Institution	
Institution Status	Self Financing and Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	15-06-1960

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Gujarat	Hemchandracharya North Gujarat University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	15-06-1960	View Document
12B of UGC	15-06-1960	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes autonomydoc_1556768617.pdf
If yes, has the College applied for availing the autonomous status?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	17-06-2015
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	PILVAI COLLEGE CAMPUS, AT POST - PILVAI TA - VIJAPUR DIST - MEHSANA	Rural	49	6793.15

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Chemistry	36	HSC Science Stream	Gujarati	130	130
UG	BSc,Mathematics	36	HSC Science Stream	English	30	30
UG	BSc,Botany	36	HSC Science Stream	Gujarati	50	50
UG	BSc,Physics	36	HSC Science Stream	Gujarati	51	51
UG	BA,History	36	HSC	Gujarati	90	74
UG	BA,Economics	36	HSC	Gujarati	70	40
UG	BA,Gujarati	36	HSC	Gujarati	80	53
UG	BA,Sanskrit	36	HSC	Gujarati	70	28
UG	BA,Hindi	36	HSC	Hindi	80	60
UG	BCom,Commerce	36	HSC	Gujarati	180	151
PG	MSc,Chemistry	24	BSC Chemistry	English	40	36
PG	MSc,Mathematics	24	BSC Mathematics	English	40	37
PG	MA,Hindi	24	BA Hindi	Hindi	60	6
PG	MCom,Commerce	24	BCOM	Gujarati	60	38

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				22				15
Recruited	0	0	0	0	21	1	0	22	7	1	0	8
Yet to Recruit				0				0				7
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				18
Recruited	0	0	0	0	0	0	0	0	6	6	0	12
Yet to Recruit				0				0				6

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				21
Recruited	12	0	0	12
Yet to Recruit				9
Sanctioned by the Management/Society or Other Authorized Bodies				11
Recruited	10	1	0	11
Yet to Recruit				0

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Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				11
Recruited	3	0	0	3
Yet to Recruit				8
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	2	1	0	3
Yet to Recruit				3

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	16	1	0	7	0	0	24
M.Phil.	0	0	0	1	0	0	0	1	0	2
PG	0	0	0	4	0	0	6	6	0	16

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	5	0	7

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	1	0	0	1

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

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Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	81	0	0	0	81
	Female	118	0	0	0	118
	Others	0	0	0	0	0
UG	Male	1066	0	0	0	1066
	Female	546	0	0	0	546
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	68	68	72	76
	Female	36	40	38	38
	Others	0	0	0	0
ST	Male	6	12	10	3
	Female	2	7	5	1
	Others	0	0	0	0
OBC	Male	469	429	486	434
	Female	151	147	183	178
	Others	0	0	0	0
General	Male	542	470	497	575
	Female	301	353	353	436
	Others	0	1	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	1
Total		1575	1527	1644	1742

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 431

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	13	12	10	10

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1811	1742	1644	1527	1575

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
455	455	426	413	413

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
627	589	587	405	375

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
42	46	42	38	37

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
55	56	53	50	44

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 43

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
58.68	103.26	141.26	68.65	94.49

Number of computers

Response: 113

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

The College is affiliated to the Hemchandracharya North Gujarat University, Patan and follows the University designed curriculum. It operates at UG and PG level keeping in mind goals and objectives that is to make the students employable through holistic education and skill development.

- The University prepares an academic calendar that specifies the duration of the semester, the date of commencement and end of semesters. *Choice Based Credit System* (CBCS)/elective course system and *Semester System* have been implemented in all UG and PG courses offered by the College.
- In *College Prospectus* and *Welcome Ceremony* all the information regarding programmes, selection of courses, weightage of marks in the internal and external examination and availability of syllabus-study materials-old question papers are given.
- At the beginning of the academic year, an *Action Plan* is prepared by the IQAC. *Academic Calendar of College* and *Time Tables* for all Arts, Commerce and Science programmers are prepared. The Academic Calendar of College and Time Tables are displayed on the college Notice board, Website, Facebook Page and Android App.
- Starting of academic year HOD of each department arrange a departmental meeting regarding the *Distribution of Syllabus* to all faculty members. The department prepares *Programme Outcomes and Learning Outcomes of the syllabus* of each course. The modules and link of the syllabus of each course are displaying on the college website also. Teachers prepare *Teaching Plan* as per the academic calendar.
- In tune with the changes of syllabi made by the university, the college procures a required number of books and research journals in the Central Library. The department ensures all the requirements of equipment, materials, chemicals and glassware for practical work.
- All the departments have their own computers with internet connectivity. The teachers are preparing PowerPoint Presentation and download YouTube video encouraged to use the ICT in classes. The use of ICT, laptop, well-equipped laboratory facilitates etc. are made available to the staff and students to ensures effective curriculum delivery and improve their performance.
- To make learning easy, we provide study materials, old question papers, video lectures and subjective online quiz with use of ICT through *Pilvai College Android App* and *INTRANET* Facility
- The teaching-learning process is according to the course wise outcome of the curriculum. To make learning effective and strengthen, various co-curricular activities are organized. All the activities are guided and monitored by the HOD. If there are constraints to complete the curriculum, extra classes and practical sessions are conducted.
- The whole teaching-learning process is monitored regularly by each Faculty I/c, Vice-Principal and Principal.
- The feedback and suggestions received regarding syllabus communicated to university for

modifications through our teachers who are members of various university bodies like EC, AC and BOS.

- We find slow, average and advance learner and then plan time table for arranging remedial lectures for slow and average learners.

File Description	Document
Any additional information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 **Number of certificate/diploma programs introduced year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 60.98

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	1	1	9	6

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 18.79

1.2.1.1 How many new courses are introduced within the last five years

Response: 81

File Description	Document
Details of the new courses introduced	[View Document](#)
Any additional information	[View Document](#)

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 14

File Description	Document
Name of the programs in which CBCS is implemented	[View Document](#)
Minutes of relevant Academic Council/BOS meetings.	[View Document](#)
Any additional information	[View Document](#)

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 4.43

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
57	72	51	141	40

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The College affiliated to Hemchandracharya North Gujarat University, Patan. The University designed curriculum, on the basis of gender, Environment and sustainability, human values and professional ethics. The core courses having ethical value will be a part of value education leading towards sensitizing the students on the value of life and preparing them for life.

- Gender equality is an important human right. Our constitution gives equal rights to man and woman apart from their gender. Following generic courses regarding *Gender Equality* are introduced in our curriculum to aware UG students.
  - Human Rights
  - Indian Constitution
- Environmental studies are very important nowadays. The need for sustainable development is key to the future of mankind. Continuing problems of pollution, loss of forest, solid waste disposal, degradation of the environment, issues like economic productivity and national security, Global warming, the depletion of the ozone layer and loss of biodiversity have made everyone aware of environmental issues. It is clear that no citizen of the earth can afford to be ignorant of environment issues. Environmental management has captured the attention of health care management. Managing environmental hazards has become very important. Human beings have been interested in ecology since the beginning of civilization. Even our ancient scriptures have emphasized on practices and values of environmental conservation. It is now even more critical than ever before for mankind as a whole to have a clear understanding of environmental concerns and to follow sustainable development practices. Following generic courses regarding *Environment and Sustainability* are introduced in our curriculum to educate UG students.
  - Environmental Science
  - Environments Studies
  - Disaster Management
  - Indian Geography
- In the CBSC pattern, University introduces various Skill Enhancement courses as compulsory generic subjects. Following *Professional ethics and Human values* **added** courses are offered to UG students of the College.

1. Indian Tribal Culture	1. General Knowledge-I
2. Indian History (Modern Period)	2. General Knowledge-II
3. Cultural Heritage of Gujarat	3. Sports & Practice
4. Personality Development	4. Fundamental of Banking

5. Communication skill	5. Fundamental of Entrepreneurship-I
6. Information Technology	6. Fundamental of Entrepreneurship-II

- Following core courses on **Human Values and Ethics** are also offer to UG students of the College.

1. Shrimad Bhagwat Geeta (Adhyay: 1-9)	1. Contemporary Issues of Social Psychology
2. Shrimad Bhagwat Geeta (Adhyay:10-18)	2. Applied Psychology
3. Kumar Sambhav	3. Adjustment Psychology
4. Raghuvansham	4. Psychology for Living
5. Panchatantra – Mitrabhed	5. Married Life Psychology
6. The Constitution of Republic India (Part-II)	6. Cooperation
7. Social Psychology – An Introduction	

- The curriculum designed to address create awareness in students towards realizing self and effect of right understanding, to lead a practical life adding values to Haman relations and also fulfilling social responsibility.

File Description	Document
Any Additional Information	[View Document](#)

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 33

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 33

File Description	Document
Details of the value-added courses imparting transferable and life skills	[View Document](#)
Brochure or any other document relating to value added courses.	[View Document](#)

1.3.3 Percentage of students undertaking field projects / internships

Response: 18.06

1.3.3.1 Number of students undertaking field projects or internships

Response: 327

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise
A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

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

1.4.2 Feedback processes of the institution may be classified as follows:
A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of students (other states and countries)	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 79.89

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
784	713	619	636	778

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
930	930	870	845	845

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years

Response: 75.55

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
335	298	312	308	375

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

- The Institute is situated in a rural area. The process of admission is transparent and on merit basis. In each class, heterogeneous groups of students are admitted. As early as possible, we identify slow and advanced learners by conducting the first internal test. Slow and Advanced learners are also identified through:
  - Academic history/Parent feedback
  - Performance in class test
  - Performance in assignments
  - Aptitude test
  - Online Quiz
  - Counselling
  - Orientation programme
  - Involvement in academic and curricular activities
  - Academic reports
  - Faculty feedback
  - Classroom/Lab involvement
- The institution responds to the needs of these *Advanced learners* through the following manners:
  - Motivated to secure rank & distinction in University examination
  - Extended library facilities and extra tickets are also given
  - Encouraged to participate in seminars, assignment, workshop, Science Club and PPT presentation
  - Recognition at various forums in terms of cash awards, medals, appreciation certificates.
  - Scholarships/awards and rewards

- The numerous intellectual and cultural programmes within and outside the campus provide exposure to develop their innate talents in organizing and it also serves as a platform for interaction and experiential learning
  - They are encouraged to offer online courses.
  - They are motivated to plunge into competitive examinations like GPSC, UPSC, Staff Selection Commission, and other competitive exams.
- Remedial Measures were taken for *Disadvantaged Sections/Slow Learners***:**
  - Special Coaching/attention
  - Remedial Classes
  - Scholarships
  - Financial aid
  - Simplified learning material
  - Personal counselling
  - Bridge courses for lateral entry students

File Description	Document
Any additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 43.12

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.17

2.2.3.1 Number of differently abled students on rolls

Response: 3

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document
Any additional information	View Document

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

Response:

Students being the main stakeholders of the college, the academic, co-curriculum and extra activities are organized keeping in view for their development. The teachers are committed to providing quality and values-based education to a larger section of students coming from the surrounding villages. Student's enthusiasm, involvement and willingness to participate make learning student-centric. The Institution practices several student-centric participatory learning methods.

- Participatory learning activities like the presentation of seminars, assignments and project work by referring to listed bibliography, collection of information from the Internet and online databases are encouraged.
- During their academic schedule, PG students are given term projects in which they are encouraged to find a suitable project and work on it in a group of 3-4 students.
- Science department like Physics, Botany, Chemistry and Mathematics to study natural science phenomenon organizes field trips. This helps students to learn from observation. The college arranges industrial visits for students to get actual experience and clarify their doubts on whatever is happening in their related field. The department of commerce often take the students to visit companies, industries and similar firm to gain knowledge about happenings in the corporate world.
- Through Pilvai *College Android App* and *INTRANET* facilities, the students are made available *Online Objective Quiz* for 15 subjects.
- .Students are encouraged to participate in Seminars, Workshops, 'Saptdhara' program, NCC, NSS and other competitive events.
- Remedial coaching is provided for weak and slow students.
- Revision of practical work is beneficial to both slow and advanced learners. As the lecture method often seems boring without the active participation of students, they actively participate and freely ask their difficulties.
- In the science stream, experimental methods are adopted that make teaching and learning more student-centric.
- Various departments conduct a number of activities like seminars, debate and elocution on current issues, group discussion, and science quiz. Such activities develop stage courage, skills of expression, thinking power among the students.
- A culture is imbibed among the student that the acquisition of the knowledge and the skills not only takes place during their affiliation with the college but it is a lifelong learning process
- Faculties' delivered lectures in SANDHAN are available on and *College Android App help* students in individual learning.
- The institution envisages the all-round development of every student. To contribute progress in learning, the institution exercises a student-centric approach.
- Group discussion, quiz, case study, Poster presentation and seminars.
- The Library is well established with student internet facilities also Wi-Fi campus to access the internet
- Special computer training workshops for those who do not know the computer.
- Industrial/ field/ Educational visits/ Field training.
- Students work in Mathematica software in Mathematics laboratory.
- Students of Physics learn to programme in language C.
- Students of Mathematics department prepare various charts & models.

File Description	Document
Any additional information	[View Document](#)

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

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 42

File Description	Document
List of teachers (using ICT for teaching)	[View Document](#)
Any additional information	[View Document](#)
Provide link for webpage describing the " LMS/ Academic management system"	[View Document](#)

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 43.12

2.3.3.1 Number of mentors

Response: 42

File Description	Document
Any additional information	[View Document](#)

2.3.4 Innovation and creativity in teaching-learning

Response:

- The faculties are encouraged to train themselves in ICT in addition to the traditional chalk and talk method. The students are an important part of the entire educational system and therefore, for a better understanding of the subject, teachers practice various teaching-learning methods.
    - Lecture Method, Interactive Method, and Project-based learning.
    - Computer-assisted learning, Experimental learning/ Practicals.
    - Conducting and participating in seminars and workshops.
    - Training through working models.
    - Industrial/ field/ Educational visits/ Field training.
    - Expert's lectures,

- - Language lab
  - Use of LCD and OHP and other audio-visual aids.
  - Blended learning
  - Peer interaction and learning
  - Group discussion and debates.
  - Charts, models, slide etc.
- The Institution motivates the faculty to adopt new & innovative approaches by providing ICT arrangements and infrastructure. Such innovative practice has a wide impact on student learning as they develop skills like presentations, communication, analytical, scientific reasoning, creative reading, time management and overall personality development. It enables the teacher to spend more time with individual students and allows students to carry out more work that is independent.
- The NME-ICT scheme and the NAMO Wi-Fi scheme provided internet facility on the campus. The whole campus has been equipped with Wi-Fi using the 13 routers.
- Through **Pilvai College Android App** and **INTRANET** facilities, the students are made available various instructions/notices, study materials, Assignments, University exam papers, video lectures and online objective quiz for 15 subjects.
- Sophisticated equipment, software and facilities are made available in labs for enhancing research and practical work.
- Using PPT through the use of ICT in educational work, most of the organization's teachers make the learning process easier and more interesting.
- Many of the teachers use to write for their subject books and articles in different periodicals. Some are the columnist in leading periodicals. The teachers are continuously appraised in their own teaching abilities by the institution on the basis of students' feedback.
- Our faculties have also participated in live teaching Programme named **SANDHAN** initiated by State Government and above 50 video lectures of our teachers have been uploaded on **YouTube** by Government. These videos are also available on the **college website** and on **Pilvai College Android App** and *INTRANET* facilities.
- **ONLINE OBJECTIVE QUIZ** of 15 subjects are available on the college website and on **Pilvai College Android App** and **INTRANET** facilities.
- Training workshops for Computer and various soft wares are organized.
- The **SOIL HEALTH CARD PROJECT** of State Government organized by Chemistry Department is an innovative practice for students with the concept of **'Earn while you Learn'**

File Description	Document
Any additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 79.57

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 49.34

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
24	21	19	19	18

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 16.18

2.4.3.1 Total experience of full-time teachers

Response: 679.58

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 12.2

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	1	1	2

File Description	Document
Institutional data in prescribed format	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

- The college is affiliated to HNGU, Patan and hence the systems mandated by the University are to be strictly followed by the college.
- The University in all UG and PG programmes has introduced Choice Based Credit and Semester System. Since 2011, University has introduced a system for both Continuous internal evaluation and End Semester evaluation (ESE).
- In tune with the reforms made by the university, the internal evaluation system of the college is revised from time to time. The college has introduced the Continuous Internal Evaluation (CIE) system for internal marking at the institutional level.
- After the student gets admitted to the college the evaluation methods, both Continuous Internal Evaluation (CIE) and End Semester Evaluation (ESE), are communicated to the students by way of the prospectus, the college website and display notices on the board.
- During orientation, the students are given a clear idea about the syllabus and evaluation procedures. The entire internal evaluation process involves classroom evaluation, internal tests and assignments or book review.

- Tentative dates for two unit tests are planned by the IQAC and it is confirmed after discussion in the meeting of Examination Committee.
- Examination committee prepares the unit tests timetables. They are displayed on the notice boards, *College Facebook Page* and *college android App* very much in advance to help the students in making a plan for exam preparation. The date for the submission of internal marks is decided.
- The Exam Committee monitors the implementation and frequency of continuous assessment methods. The periodic instructions issued by the university are communicated to the students.
- In CIE, Internal evaluation of UG and PG programmes are done on the basis of four important criteria - attendance/project/seminar//book review (5 MArks), assignments (5 Marks) and two internal unit test examinations (20 Marks) - coming to a total of 30 Marks.
- After the conduct of internal unit test examinations, the answer sheets are evaluated within the stipulated time and the scheme of evaluation is made transparent to the students. After the internal unit test examination, the faculty discusses the common mistakes made by the students and helps them how to overcome such errors during classroom work. Suitable remedial coaching is provided to make slow learners better.
- The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal examination.
- Retest examinations are conducted for students who have not attended the internal examination as per the timetable due to unforeseen reasons.
- Mark sheets of internal marks are prepared with the utmost care and are displayed to the notice board, on the *college website* and *college android App* for verification and also grievances, if any, are addressed by the faculty.
- The introduction of the new system of evaluation had brought about visible changes in the performance of the students, both inside the classroom and outside. A few examples are cited below:
- The regularity of students in attending classes ensured.
- Students are found to be taking a greater interest in programmes like NSS, NCC, Sports, cultural activities etc.

File Description	Document
Any additional information	[View Document](#)

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

- In order to ensure rigour and transparency in the internal assessment, the examination committee is formed internally.
- The ratio of the weightage of marks in core compulsory subject is 70% through External Exam and 30% through continuous internal evaluation as per the university rule. The university has raised the passing level from 35% to 40% in the theory exam.
- The systems of internal assessment smt notifications are communicated to the students well in time and they are also made aware of the evaluation pattern at the beginning of the semester during the welcome ceremony.
- The setting of question paper as per the university examination pattern. The facility of in-house

printing of the question papers is available. Examination committee prepares the in-house printing schedule and the representative of the respective department remains present accordingly to maintain secrecy.

- The respective faculty evaluates the test papers promptly and answer papers are submitted to college factotum with in time.
- The college administration gives freedom to the departments to choose the method of continuous internal evaluation to bring the variety in the methods of internal examination and evaluation which include:
  - Multiple choice question tests
  - Assignments
  - Seminars
  - Assignments
  - Book review
  - Projects
- Mark sheets of internal marks are prepared with the utmost care and are displayed to the notice board, on the college website and college android App for verification and also grievances, if any, are addressed by the faculty.
- The rechecking/reassessment system in the internal examination is also available for students.
- The rules for gracing for students are decided by the examination committee and it is also communicated to students.
- The marks awarded in the internal assessment for the theory exam is verified by each and every student before sending to the university. The marks awarded in the internal assessment are duly sent to the University for adding to the marks awarded in the University examination for every student through Online.
- The external practical examinations are also conducted before the semester examinations and the result is submitted to the university by examiner.
- Students are giving instruction regarding practical exams and their doubts regarding practical exams are cleared.

File Description	Document
Any additional information	[View Document](#)

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

Response:

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

- **University Level:**
  - If a student is dissatisfied with his/her result in the University Exam he/She can tender an application in the college in a prescribed format in the stipulated time (15 days).
  - The college forwards the application to the University for the needful action.
  - Other examiners according to the rules of the University reassess such answer sheets.
  - The University declares the result when the procedure of reassessment is over.
- The ultimate process of teaching-learning as per students are concerned is all about examination, results, marks and obtaining a degree certificate to get the best jobs.
- To address the issues concerning the above-said matters; the institution has taken many steps to ensure they are addressed amicably.
- Although the passing out final exams are conducted by the affiliating university and marks sheets and degree certificates are issued by the university, the college ensures that the process is smooth, time-bound and effective. Right from paying the examination fee to uploading of forms and getting their examination hall tickets are streamlined by the online mechanism.
- The college appoints the examination committee, which takes complete responsibility along with the office staff to conduct the entire examination process smoothly. Once the exam fees are paid and student's approval is done, the university gives the hall tickets to students which are again distributed to students by the office assistant. The committee makes proper arrangements to conduct the exam and the faculty are assigned invigilation duty as per the request and the whole exam is conducted meticulously and with utmost discipline. Malpractice of any kind is discouraged and strict actions are taken against such wards.
- In order to get the results, marks sheets, and degree certificates from the university, the college has assigned designate office staff and besides that, there is also a teaching faculty who is appointed as a member of exam committee to address the grievances related to exam etc.
- The marks sheets once received from the university are distributed to students in the noon at 2 pm onwards and no fee is charged. Grievances related to exam are quickly addressed and office staff and exam committee help the students to set right any difficulties related to exam and results. Hence the college is committed to providing an effective, transparent and proactive mechanism to address the grievances of the students with regard to their exam related issues.

File Description	Document
Any additional information	[View Document](#)

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

- Our Institution is affiliated to Hemchandrachary North Gujarat University, Patan and the University prepares the academic calender.
- The College prepares its academic calendar accordance with University Academic Calendar at the beginning of the academic year. The academic activities and schedule of examinations is generally worked out according to the academic calendar provided by the University. The objective behind the preparation of academic calendar is that there should be maximum working days to complete the syllabus and CIE.
- The College uploads academic calendar on college website. Further, it is displayed on the College

notice board to enable the students to know well-in advance, the way programmes are going to be conducted.

- During the orientation of new students, they are informed about the academic calendar of the college and the CIE.
- The Principal conducts meeting with the HoDs and Staff regarding smooth implementation of the academic calendar.
- The HoDs also conduct departmental meetings and intimate their colleagues about conduct of CIE (Continuous Internal Evaluation). Out of the 30 internal marks of each course, 20 marks are given based on the unit tests and 10 marks are given based on assignments, seminars, attendance, workshops, book review, projects, etc.
- The time of Internal Evaluation (20 Marks) is mentioned clearly in the academic calendar. Department decides the schedule of continuous assessment (10 Marks). All the faculty members follow the academic calendar to complete their CIE task.
- Assignments are given well in advance and the departments ensure their submission as per schedule. In every semester assignments are given and evaluated continuously. The continuous internal evaluation helps the students.
- Internal marks are displayed on the notice boards as well as college website to ensure transparency and correctness before they are forwarded to the university.
- All the matters relating to assignments, HoDs discuss unit tests, marks and performance in the meeting.
- The Heads of the Department monitor attendance and progress of the student every year.
- We follow University Academic Calendar for major activities during the year.

File Description	Document
Link for Additional Information	[View Document](#)

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 on website and communicated to teachers and students

Response:

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

on these are given so that the students are well informed.

- Besides these, the entire programmes and special lectures and discussion in the classroom teaching are centred around these. Hence there is a continuous communication of the POs, PSOs and COs.

File Description	Document
Link for Additional Information	[View Document](#)

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

- The evaluation of the attainment of programme outcome is an important mechanism, which provides a touchstone to visualize how far the institution has succeeded in accomplishing its purpose.
- The College monitors and ensures the achievement of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) in traditional methods.
- The college has a mechanism to calculate the attainment of POs, PSOs and COs at the end of the year. At the end of the analysis of the attainment, the suggestions and recommendations of corrective measures towards the improvement of programme outcomes are communicated to the faculty and even the university through BoS and AC members.
- Throughout the semester, the faculties while teaching sees to it that a successful bridge is established between the faculty and the students. A tuning between the two can lead to the attainment of POs, PSOs and COs.
- The POs, PSOs and COs of the relevant courses of the College are assessed through direct and indirect methods.

Direct Method :

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

Indirect Method :

- The indirect method of assessment is done through feedback collected from the outgoing students at the end of the course.
- The feedback of teachers and alumni is also collected and analysed for CO attainment.

- This feedback serves as the genuine opinion of the teachers and students in the CO attainment. The CO attainment further contributes to the PO attainment.
- The suggestions and recommendations regarding corrective measures towards the improvement of programme outcomes are communicated to the University through board meetings. Proportional weightage is given to every portion in a paper as the questions asked in internal exams and assignments are mostly aligned with the Course Outcome of the respective subject.
- The college has the following mechanism to analyze data on the student performance and learning outcomes to use it for planning and overcoming barriers of learning:
  - Result analysis
  - Remedial Coaching
  - Student Counselling
  - Identification of weak learners
  - Identification of advanced learners
  - Feedback mechanism and action-taken report.

File Description	Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 86.24

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 489

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 567

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.64

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of project and grant details	[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 28.57

3.1.2.1 Number of teachers recognised as research guides

Response: 12

File Description	Document
Any additional information	[View Document](#)

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 1.09

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 7

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 32

File Description	Document
Supporting document from Funding Agency	[View Document](#)
Any additional information	[View Document](#)
Funding agency website URL	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The institution has always been positive and genuine in creating an academic atmosphere that is encouraging, creative, innovative and progressive to all the stakeholders. The entire teaching learning process, the utmost purpose has been to create a bunch of students and teachers who excel in whatever they are engaged and to promote flavour for research and development. The Institution has constituted a Research Committee to promote, facilitate and monitor research activities in the College. The following initiatives have been taken for creation and transfer of knowledge in the institution.

- Separate research laboratories have been established by Chemistry, Botany and Zoology Departments, in which the equipment for research, glassware and chemicals have been supplied to students of PG and Ph.D do their research work easily and successfully.
- The Research Committee encourages and provides necessary guidance to the faculties in submitting research proposals to UGC and other funding agencies.
- The teachers are encouraged to apply for recognized research of affiliated University.
- It also helps departments in submitting seminar proposals and motivates the teachers to pursue Ph. D. studies.
- The institute encourages and facilitates the faculties for attending seminars/workshops and presenting their research papers.
- The institute also encourages the faculties for publishing research papers.
- The teachers are encouraged for publishing research papers. They are provided with umpteen opportunities to submit innovative research papers, publish them as chapters, books and in journals with ISBN and ISSN respectively.
- To facilitate smooth progress and implementation of research scheme/project following steps are taken:
    - Due independence is given to the teacher plunged into research work.
    - Due efforts we made to make available all the or research work.
    - Resources like, laboratory, equipment, computer, internet, Journals, Chemicals, Glassware, etc., are provided for research work.
    - Separate research section in central library is developed to access back volume of research journal and thesis. Each teacher can make use of e-library due to personal account in INFLIBNET.
    - Honouring the faculty members who have obtained Ph.D, research guide, faculty member who have presented their paper abroad.
    - MOU with other academic institute research institute and industry for research co-operation.

> It also includes students & faculty exchange programme.

- Following efforts are we made by the institute ion to develop scientific temper and research culture and aptitude among students.
  - Students are informed about the research carried out by faculty members, which works as inspiration.
  - Displaying the information regarding various students projects on notice board and providing guidance of particulars.
  - Our institution organizes seminars/workshop and expert's lecture
  - The research projects are given and guided to the PG students.
- Transfer of knowledge is also done with the help of the workshops on research methodology, guest lectures and students are encouraged to participate in the seminars which are organized
- The college promotes and grants duty leave to the faculty to participate in orientation course, Refresher course and short term training programmes organised all over India. The college supports the departments to organise university level, state level and national level workshops, seminars in the college.

File Description	Document
Link for Additional Information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 7

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	4	0	1	1

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during the last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

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

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Response: 2.25

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 27

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 12

File Description	Document
URL to the research page on HEI web site	View Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.29

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	1	2	2	3

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 1.17

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	2	23	8	3

File Description	Document
List books and chapters in edited volumes / books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

To communicate and sensitize students to social issues and for their holistic development and to make them understand their social responsibility, and to take them classrooms to real life, we have an active *NSS (National Service Scheme)* which consists of an NSS coordinator, one woman faculty member and 5 student members. This committee performs a unique mentoring process through which many social activities are conducted in a neighbouring society. These extension activities influence the students, their understanding of the problems in the rural and urban areas of the state, the various policies of the Government or the society and their impact on human life are brought to the perception of the students. They are encouraged to participate in various community development programs to develop their all-around personality. Self-discipline, loyalty, respect and patriotism is nurtured among the NCC students. As a part of the whole exercise, the college has adopted nearby villages. In addition, the students are involved in the below-mentioned activities.

- The NSS (National Service Scheme) conducts annual camp in the neighbouring villages for 7 days, which helps them to mingle with the village and rural people to understand their lifestyles and needs better. Various activities enable the students to cultivate the much-needed traits like self-confidence, leadership, self-discipline, commitment and devotion, hard work and teamwork and the same qualities will help them to excel in academics as well. The students accumulate new knowledge, experience changes in their attitude and behaviour positively towards the socially deprived or oppressed.
- The awareness and thalassemia test for all the students admitted in the first year is compulsory. The counselling to thalassemia minor students and parents are also done.
- Health awareness Programmes, Chikungunya, Dengue and Swine flu Awareness.

- The institution has taken the initiative to make aware the society about social and health problems like female feticide, dowry system, environment protection, waste plastic collection, Back to Nature Awareness Program, consumer protection awareness, anti-corruption, HIV awareness, anti-tobacco and cleanliness awareness etc.
- Awareness about Government schemes like Jandhan Yojana, Swachchh Bharat Abhiyan, In house toilets, Beti Bachao-Beti Padhao, Vyasan Mukti (about De-addiction), Voting awareness Programmes.
- Activities to celebrate the birth anniversaries of Mahatma Gandhi and Swami Vivekanand, Sardar Patel to spread their messages.
- Celebration of independence day and Republic Day to spread patriotic awareness among the society
- All the significant dates such as Environment day, Yoga Day, Teachers Day, Hindi Day, etc., are celebrated periodically to familiarize students with the value of our ancestors and traditions.
- Various generic courses regarding Environment and Sustainability have introduced our curriculum for UG students.
- The college has done outstanding work under the State Government's *Soil Health Card Project*.
- As part of the social responsibility of the propagation and dissemination of science, the college organized the *National Science TechnoFair*.
- To conserve the environment, we cultivate and nurture about 10,000 plants and trees of 300 species by creating *ANANDIVAN*.
- The *Community Science Centre (CSC)* and *Science Society* play an important role to popularize and promote scientific temper in community

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 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 last five years

Response: 237

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
39	50	45	56	47

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 46.42

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
619	802	640	702	1055

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 87

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	17	17	20	17

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)
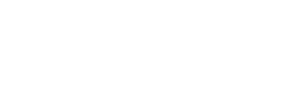
Response: 34

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
13	2	3	11	5

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance,other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

- The college has a beautiful huge campus with 49 acres of land. The institute has separate buildings like Administrative building, Arts building, Science building, Commerce building, Central library building and Hostel building, Principal Bungalow, Staff quarters, Hostel, Canteen, etc. The College has total 6793.15 Sq. Mt. built up area.
- The college is well equipped with the following teaching-learning facilities.
  - Each department has a well-equipped staff room and all staff have computer, printer and internet facility. The campus is Wi-Fi with 13 routers. The faculty members make use of this facility for updating their knowledge and in delivering the lecture.
  - The institution has two well-equipped seminar halls for various academic and cultural activities. Out of it, one has 200 seating capacity and facilitated with AC, two LCD projectors, Inter-active board, LCD Screen, Digital podium, Audio System, etc., while another has 500 seating capacity with Audio-Visual Aids.
  - The institution has a Digital Education and Learning Laboratory (DELL) with 25 computers in LAN with Wi-Fi and Globarina software.
  - A Central Computer Laboratory with 55 computers with LAN and internet facility, Inter-active board, Touch screen LCD projector, etc., has been developed under the CPE Scheme.
  - The institution has a Mathematics Computer Lab has 31 computers with LAN and internet facility, Inter-active board, LCD projector, Matlab software, etc., for UG and PG students.
  - A Chemistry Research Lab with sophisticated equipment like FT-IR, AAS, HPLC, Microwave Synthesizer, UV-VIS spectrophotometer, etc., to promote and enhance research activities in the institution. The Synthetic Research Lab and Biology Research Lab are also developed for research purpose.
  - The institution has well-equipped nine science laboratories includes three chemistry Labs, two Physical Chemistry Labs, two Physics Labs, two Biology Labs. Apart from them a Biology Museum with various rare specimens.
  - The College has a huge Botanical garden name 'Anandi Van', which is established with the collaboration with Forest Department. In 25 acres land, we planted 10 rare, 11 endangered and 01 endemic species and total 300 plant species with the help of the forest department. For irrigation, the institute established one tube well. To protect plants, we have built a 2.25 km long fencing wall. For the maintenance of the garden, we recruit one garden keeper. Financial support for the maintenance of botanical garden provided by the management of our institute.
  - Total 40 rooms are available for Academic activities these rooms are connected with wi-fi and out of which most of the rooms have LCD projectors and some of them have interactive board also, so all the rooms in the campus are ICT enable.
  - Our College has five internet connection out of which one NAMO Wi-Fi and four GTPL.
  - Government of Gujarat gives tablets at subsidies rate to first-year students of the college.
  - The college has a canteen facility, adequate number of washrooms, NCC office, NSS office, Girls rooms, Community Hall, Women hostel and Mineral Water Facility.

○ The entire campus is under CCTV surveillance.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

SPORTS AND YOGA FACILITIES :

Along with the academic development of a student, it is essential that an educational institution should take care of the physical and athletic capabilities also. The institution has always tried to produce students who become part of the University and State level teams. The Physical Director conducts intercollegiate tournaments and **Annual Sports Day** every year. Necessary playgrounds, equipment, kits and sportswear are all provided with. Both students and faculty use the indoor and outdoor gymnasium. The College participated in almost all university-level sports competitions and performed well. Many students got selection for all-India inter-university competitions during the last five years. The college facilitated the sportspersons who have selected for the inter-university team.

Yoga and Meditation training sessions are conducted for both students and faculty. International Yoga Day is celebrated every year. The institution frequently organizes a session for meditation, relaxation techniques and stress management, such as laughter therapy.

CULTURAL FACILITIES :

The overall development of a scholar, of course, includes nurturing the cultural and artistic talents too. The college is home for immensely talented students and faculties who take care to nurture the innate talents of the students. The **Saptdhara** and **Cultural Committee** focus on polishing the skills of students, under the guidance of the faculty in charge. The college has one open-air multipurpose Stage and two halls which are used for organizing the major cultural events of the college. The college takes part in the University Youth Festival every year. We provide training for the students to participate in the youth festival, along with necessary costumes and props for the group events. The institution organizes Annual Day and Traditional Dress Day every Year. The college facilitated the students who have performed well in the Youth Festival and cultural events.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 43

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 40.22

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
14.19	54.38	96.01	23.27	21.15

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

- The college has a library committee to take care of the issues related to the Central Library. The principal is the Chairperson and the Librarian is the co-coordinator of the committee. All the Heads of the Department are the members of the committee.

- The Library Committee plays an important role in deciding the infrastructural requirements of the library, particularly with regard to purchasing of books, journals, software and providing access of online journals to the Departments.
- **The details of the library are as follows:**
  - The total area of the library (in Sq. Mts.): 293.68+233.94=527.62 Sq. Mts.
  - Total seating capacity: Common Space-50 for Girls-20, for staff-10
  - Working hours (on working days): 10-30 A.M. to 5-00 P.M.
  - Working hours (During vacation): 8-00 to 01-00 P.M.
- The College has a good collection of **about 42,000** books. A good number of books and journals are added every year. The General Library subscribes **88** Periodicals, Magazines and Research Journals and **11** Newspapers. The Library has online access to INFLIBNET e-Resources which provides more than **6,000** online Journals and **31,35,000** e-books.
- The library has automated, using integrated library management software **SOUL 2.0**. It provides a very user-friendly atmosphere in the library.
- The college is a member of INFLIBNET N-List consortia for many years and provides access to thousands of e-resources.
- It provides web-based services including access to e-books, e-journals, and research databases.
- Thousands of e-resources are made available from a single point of access
- **Details of ICT and Other Tools Deployed to Provide Maximum Access to the Library**
  - ILMS software: Soul 2.0 Software
  - OPAC (on the public Access catalogue): Yes
  - Electronic Resource Management Package for E-journals: N-List of INFLIBNET is available
  - Library automation: Yes
  - Total number of computers for public access: 04   Printer: 01   Barcode Scanner: 01
  - Photocopier: 01
  - Internet band with speed: 10 Mbps
  - NAMO Wi-Fi: 100 Mbps
  - Institutional Repository: Yes
- **The Highlight of Central Library:**
  - A well-furnished fully automated library
  - A wide repository of books, journals, CDs, educational videos, films, newspapers, rare books, e-resources, etc.
  - The facility of Poor Boys Library
  - Special sections of books earmarked for BPL, NET/SET Coaching, Remedial Studies, State Public Service Examination, Civil Service Examination, Career and Counselling Guidance
  - Availability of issue slip, barcode printer and barcode reader, systems for internet browsing and National journals on most of the subjects taught in the College
  - Regular activities like book exhibitions, GK Conner, Wall Paper
  - The college provides old paper sets of University as well as College exams
  - Dissemination of new arrivals

File Description	Document
Any additional information	[View Document](#)

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The college was established in 1960. The College library was set up in the same year. Since then, the college has made great efforts to enrich the main knowledge resource Centre by continually adding more and more books to the collection. Today, we have a collection of over **42000** books. This also includes quite a few rare books. The presence of rare books in the library is proof of the continuity of the tradition of valuing knowledge and the importance accorded to it by the authorities. The collection of over 300 rare books includes titles ranging from biographies, religious books, encyclopedias, correspondences, the college magazines from the very first year of the college.

The college has separate Research Section which includes about 500 back volumes of Research Journals of Chemistry, Physics, Botany, etc., since 1969.

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

4.2.3 Does the institution have the following:

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 2.95

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.17	1.53	5.40	5.22	1.42

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	[View Document]()
Audited statements of accounts	[View Document]()

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	[View Document]()

4.2.6 Percentage per day usage of library by teachers and students

Response: 1.13

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 21

File Description	Document
Any additional information	[View Document]()

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The College has successfully oriented the campus and office activities towards integrating IT into everyday activities. IT has been amalgamated into the college activities for improving the quality of teaching, learning and evaluation processes, and also for making the administrative processes user-friendly, efficient and transparent.

- The **Administrative office** is fully automized and OS and all clerks facilitated with computers, printers, barcode scanner, LAN, etc. It also facilitated with software like Office Management software, Online Scholarship Management Software, Feedback Management Software (Students, Alumni, employers & Parents), Online Examination Software, Online Admission & Fee Management Software, Library Web with OPAC, DMS With Offline Portal- Software etc. The college has also facilitated with software like WINEHOME 10 SNGL OLP NL, WIN PRO 10 SNGL OLP and MICROSOFT OFFICE PRO 2016 SNGL OLP NL for office and library use. The CYBERROM 10 ING FIREWALL software for internet security and distribution management is also purchased.
- The **Central Computer Laboratory** is developed under the CPE scheme and UGC Development Grant 12th Plan having the facility of one (01) server, fifty-four (54) computers in LAN with Internet Facility.
- The **Mathematics Computer Laboratory** is developed under CPE scheme having the facility of one (01) server, thirty (30) computers in LAN, MATLAB software and Internet Facility.
- The **Digital Educational Learning Laboratory (DELL)** established with the help of state Government is facilitated with 25 computers, LAN, internet and spoken English software (GLOBARINA).
- The **Central library** is the heart of the institution. We have installed the library software SOUL 2.0 to make easy access to resources. We have facilitated central library with computers, printers, photocopier, Barcode Scanners, and internet connection. Membership with INFLIBNET N-list to access e-resources
- The **CAMPUS Wi-Fi SYSTEMS** with the help of 13 routers and **OPTIC FIBRE NETWORK** having high bandwidth is provided to teachers and staff. The **INTRANET FACILITY** is also provided using the Wi-Fi System. The study materials, Question papers, Question Bank, Educational Videos, Online QUIZ, etc., are also made available to students through this Intranet Facility.
- The college has developed an informative **Dynamic Website**, which includes online admission, examination, feedbacks, results, scholarship, etc.
- The Government Provided 100 Mbps Internet Facility under **NAMO WiFi Scheme** for Students.
- Each Faculty is given computer and internet facility. The college provides the facility of the laptop to each department for PPT presentation in and outside the campus.
- In **Career Guidance Center**, LAN, internet connection, printer, photocopier facilities are available for the students.
- The **Research Laboratory** of chemistry is facilitated with four (04) computers, printers, internet and subjective/instrumental software facilities.
- Thirteen (13) **Audio Visual Class Rooms/Smart Class** are well equipped with LCD projectors, Interactive Boards, Audio System, internet facility.
- A **Virtual Class Room** developed under the CPE scheme from where the live telecast of the lecture can be viewed from various academic institutions outside the college by video conference system.
- Well-equipped **Examination Room** computers, photocopiers, printer, ADF scanner, internet, OMR Reader software.
- Laptop and Internet facility is provided to Principal, Vice-principal and IQAC Coordinator for data portability.

File Description	Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 16.03

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 45.71

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities

excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
32.55	30.89	29.73	36.18	65.61

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)
Audited statements of accounts.	[View Document](#)

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.

Response:

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

PHYSICAL FACILITIES

- The maintenance of various buildings is achieved through periodic monitoring by the building committee and devising suitable proposal.
- Annual Stock verification for each department.
- Allocation of adequate budget for annual maintenance of college infrastructure.
- Sufficient support staff is appointed to maintain infrastructure
- Scheduled Maintenance and Repair of physical infrastructure, like painting, roof maintenance.
- Provisions of Classroom Maintenance including furniture, doors and windows
- A computer instructor appointed by Management maintains Major ICT instruments.
- The regular electrician decided by Management solved electricity related problems.
- AC and Water Coolers are regularly serviced.
- Plumbing maintenance and repair, including water supply and tubewell, is done whenever it required by professional Plumber.
- Mechanical equipment and lab equipment are repaired periodically.
- Adequate protective measures like UPS, antivirus, firewalls, CCTV cameras.
- The water tanks are cleaned regularly.

LABORATORY FACILITIES

- A cost-effective approach is followed in the laboratory network maintenance strategies.
- Annual stock verification of chemicals and glassware.
- The equipment and instruments are maintained by hiring services as and when required. lab Equipment are repaired periodically.

- The SOP for highly sophisticated equipment established and followed regularly.
- Refurbishing of laboratory equipment is done at regular intervals.
- Calibration of laboratory equipment done regularly.
- The wastage from laboratories is minimized using green protocol and reuse solvents. Wastewater of Chemistry Labs is collected and converted into clean water by Treatment Plant.
- For voltage fluctuation, the institution uses voltage stabilizer and UPS.
- The institution has a facility of mineral drinking water.
- All the valuable instruments, equipment and chemicals have separate space in specific cupboards.
- There are ELCB switches in all laboratories as a safeguard for instruments
- Fire extinguishers are provided to every buildings and lab for safety purpose.

ICT AND INTERNET FACILITIES.

- The college has a comprehensive IT policy regarding service, data, and network security.
- The college has a mechanism of adopting free software and anti-piracy protocol
- Computer Instructor addresses internet broadband connectivity and Wi-Fi problems.
- The use of Internet facilities is distributed secured and monitored by Cyber Roam Software.
- In order to minimize e-waste, computers are serviced and reused as far as possible.
- The Dynamic College Website, College Android App, INTRANET facility are maintained by appointed Computer Instructor.

LIBRARY FACILITIES

- The library is automated regularly through software SOUL 2.0
- Maintenance and digitizing of rare books, back volumes, manuscripts and reports with special care.
- IT infrastructure is maintained regularly.
- OPAC system for book search has been devised and regularly updated.

SPORTS FACILITIES

- Physical Director and Sports Committee monitor the maintenance of Sports Facilities.
- Regular maintenance of sports equipment.
- Regular inspection and maintenance of sports fields and play Grounds.
- Giving top priority to the safety of the players by renewing protective guards.
- The equipment in Indoor and Outdoor Gymnasium are regularly serviced and purchase new ones whenever required.

File Description	Document
Link for Additional Information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 40.16

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
652	767	653	689	566

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	[View Document](#)
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	[View Document](#)
Any additional information	[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.32

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	0	0	8	8

File Description	Document
Any additional information	[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. **For competitive examinations**
2. **Career counselling**
3. **Soft skill development**
4. **Remedial coaching**
5. **Language lab**
6. **Bridge courses**
7. **Yoga and meditation**
8. **Personal Counselling**

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	[View Document]
Any additional information	[View Document]

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 49.63

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1811	845	375	630	560

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	[View Document]
Any additional information	[View Document]

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: No

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 12.38

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
46	49	57	51	78

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 22.75

5.2.2.1 Number of outgoing students progressing to higher education

Response: 129

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 66.48

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	4	4	6	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	6	4	7	5

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years	[View Document](#)

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) during the last five years.

Response: 0

5.3.1.1 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-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	[View Document](#)

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The **Pilvai College Vartul** is an active Students' Council established in 2003. The College always boasts of a proactive Students' Council with the best of the student talents in the campus. The **Pilvai College Vartul** includes 16 vartuls. Each subject has a Vartul. The students of each subject are the member of the subject of the Vartul. Each departmental Vartul runs a "Wall magazine". In addition to "Wall magazine", a number of varied activities take place under the title of the Pilvai College Vartul, i.e. seminars, workshops, debate, elocution competition, poem reciting, shloka chanting, quiz, etc. Moreover, resource persons of different subject are invited to deliver lectures. The teachers provide a 'generating force' to these Vartuls. At the end of the year, students, playing an active role in keeping the wheel of Vartul moving smoothly, are duly awarded.

The HOD of each Vartul nominates one male and one female student as Student Representatives based on their merit in the respective subject. This Vartul works as a bridge between the institution and students and

ensures a smooth and timely dissemination of information and solution of some problems. It also facilitates various activities in the classrooms and college campus.

The College has a policy for the dynamic participation of the students in the various academic, cultural and administrative bodies/committees and other day-to-day activities. This prepares the students for leadership roles, organizing events teamwork, execution skills. The student representatives in various college-committees like IQAC, Saptdhara, Science Society, Cultural Committee, NSS, NCC, Career Guidance Centre, etc., for academic, co-curricular and extension activities play a vital role in the coordination and cooperation in organizing these activities.

The major objectives are as under:

- The Student Representatives play an important role in maintaining the code of conduct of the college and reporting any disciplinary issues to the committee members.
- The representatives help the class teacher in conducting class activities, Unit Tests, assignments as well as attendance of students.
- To develop skills of students by involving them in the planning and implementation of academic and co-curricular activities.
- To cultivate the learning process through practical experience that encourages and makes students more confident. It also improves their communication and leadership skills.

Every year, the college follows a unique designed process and announces Best Boy - Best Girl for each stream. Each department nominates one-boy and one-girl representatives based on their merit, active participation in NSS, NCC and Cultural activities. The interview committee decided the Best Boy - Best Girl for arts, science and commerce stream after the oral interview of these candidates. Based on the interview, a Principal, Vice-Principal and Faculty I/Cs are selected for Teachers' Day celebration. Best Boys - Best Girls are facilitated on Annual Day. They help in organizing various academic, cultural and extension activities.

File Description	Document
Link for Additional Information	[View Document](#)

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 26.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
32	30	27	23	22

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

- The institution has spent 59 years of its esteemed existence. This institution is fulfilling its mission and vision and has fortified a number of youths with higher education. Three generations of people of this area have acquired higher education through this institution
- This institute is very lucky that three secretaries and about 50% of members of the Managerial Body and Executive Body of the Management are alumni of this Institution. The Principal Dr Sanjay Shah is also alumni of this college. This factor plays a remarkable role in the development of the Institution.
- A number of our alumni have proved their merit in the respective fields of their career. Our alumni are academicians as VC, Principals, Teachers from Colleges and Schools all over Gujarat.
- Legendary Politicians like Mrs. Anandiben Patel (Hon. Governor of MP, Ex. CM, Gujarat), Shri Ramanbhai Patel (MLA, Vijapur), Dr C.J.Chavada (Ex. MLA, Gandhinagar), Shri Kantibhai Patel (Ex. MLA, Vijapur) and Shri Dipak Babariya (MahaSachiv, Congress) are alumni of this institution.
- Officers ranging from Magistrates, Army personnel, Police officers, Revenue Personnel and social workers are alumni of this college.
- **Pilvai College Vartul- Alumni association**
  - The College has established unregistered active Alumni association under the patronage of "**Pilvai College Vartul**". The **Pilvai College Vartul** is a Students-Alumni association. After completion of Programme, the outgoing student automatically becomes a member of the Alumni Association. Thousands of alumni are members of the Alumni Association.
  - The Alumni Association has a strong mechanism. All the alumni can register themselves online through registration on the webpage. It acts as a bridge between the former students, current students and stakeholders.
  - The annual alumni gathering normally takes place on Annual Day every year. The Annual day is fixed in order to ensure maximum participation of the members. These alumni are invited to the annual meeting through personal contacts, Facebook page and college website. The feedbacks of alumni are also taken through the website online.
  - **The association proposes to do the following activities**
    - To arrange annual get-together during the annual day and honour the alumni who have secured a prominent position.
    - Alumni give their suggestions for improvement and development of the college.
    - To encourage and inspire the Alumni to donate the college generously and be helpful in the placement of students.
    - The alumni contribute to college through their valuable suggestions, helping in

expert's lectures, placement, financial support and help in grievance redressal.

- To elect the President, Vice-President, Secretary and executive members of the Alumni Association every year.
- To become a part of academic and holistic development of the college, including financial assistance to meritorious students

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: 3 Lakhs - 4 Lakhs

File Description	Document
Any additional information	[View Document](#)
Alumni association audited statements	[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	[View Document](#)
Any additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Shri U. P. Arts, M. G. Panchal Science and Shri V.L.Shah Commerce College, Pilvai was started by ***Uttar-Purva Gujarat Uchcha Kelvani Mandal, Pilvai*** in 1960 by donors truly devoted to the aim of education with a view to imparting higher education to brilliant but socially backward and economically poor students belonging to the rural area. This college is only one tri-faculty(Arts-Science-Commerce) college of the University. Ever since its establishment, the institution is benefited with sighted Managing Authorities and enthusiastic Principals. The institution has spent 59 years of its esteemed existence. This institution is fulfilling its mission and vision and has fortified a number of youths with higher education. Three generations of people of this area have acquired higher education through this institution. In this smooth and successful completion of 59 years, a great contribution of local society has remained notable.

The Vision and Missions of the Institution are given below:

- **Vision:**
  - *To educate and enable youth to enhance the dignity and progress of the society as well as the nation.*
- **MIssions:**
  - To make the rural youth aware and obedient of constitutional values like democracy, secularism and freedom of opinion and to make them execute the duties of a true citizen sincerely.
  - To nurture them at gender equilibrium in order to avoid partiality with regard to sex in daily life.
  - To enable a village to be economically and socially potential centre of development.
  - To make the youth live in honour by undertaking inherited and traditional business by employing appropriate technology.
  - To arouse vocational skill and curiosity of self-employment in the mind of the youth.
  - To disseminate science and technology, and to eliminate social evils in society by developing the scientific approach.

The Sanskrit line **"Aa No Bhdraha Kratvo Yantu Vishvatah"** means "**May auspicious thoughts come to us from all over the world**" written on the logo itself indicates the importance and openness to acquire knowledge for the Institution.

To fulfil the Vision-Mission, the Institute has been promoting quality education to students from the rural area having diverse backgrounds and abilities are admitted. Their individual needs are properly addressed. The governance of the institution is always committed and eager to fulfil all the educational needs of this college located in a small village. The latest ICT tools and requirements needed to enrich the knowledge of teachers and students have been made available here. The College ensures the competency of staff and helps the faculty to develop continuously. For this purpose, the college encourages teachers for research activities and organizes various training seminars/workshops. In addition to regular education, highly

qualified teachers of this organization are also doing innovative experiments in the teaching-learning process. With a view to arousing versatile personality of students, co-curricular and extracurricular activities like cultural, sports, NSS., NCC., seminars, workshops, skill-based training are duly carried out here. Huge physical and academic infrastructure and eco-friendly academic atmosphere are the peculiarities of this institution.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

- The Governing authorities of Mandal take the lead in the governance and management of the institution. The *Managerial Body* and *Executive committee* of the management along with the Principal support day to day functioning of the Institution administration.
- The management inspires the staff members by its personal interaction during get together meetings and motivates the staff to give the best in the teaching assignments. Authority and executive members of Management are always available to guide us for the overall development of the Institute. They encourage and sanction funds to utilize the funds for different developmental activities of the college. They also contribute generously in terms of awards and recognition to deserving candidates.
- The college practices decentralization and participative management by constituting Institution level committees and assigning work to different committee members. Each committee is headed by a convener and few members under the chairmanship of the Principal. The official notice is issued along with the guidelines defining the roles and responsibilities of the committees.
- Policies and plans are constituted, monitored and evaluated by IQAC.
- The Principal, Vice Principal, Faculty In-charges, HODs, Administrative Coordinator and the various committees implement the plans and policies together.
- The staff members participating in the execution of the institutional activities are motivated and good work is appreciated by the authority.
- The committees prepare action plans and submit to the principal for approval. The committees carry out the activities and at the end of the academic year, the conveners submit the reports of the work done to the head of the institution.
- The students' representatives are also nominated to carry out the co-curricular and extracurricular activities.
- Feedbacks available from the students and stakeholders are considered for the improvement of the plans and policies.
- The Principal constitutes different committees at the beginning of each academic year. These committees are

• IQAC	• Finance Committee
• Admission Committee	• Research Committee
• Time-Table Committee	• Saptdhara
• Library Committee	• Career Guidance Centre

- Grievance Redressal Committee
- Cultural Committee
- Sports Committee
- Examination Committee
- Anti-Ragging Committee
- SC/ST/OBC Cell

- Women Development Cell
- NSS
- NCC
- Science Society
- Pilvai College Vartul
- IPR Cell

File Description	Document
Any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Perspective/Strategic plan and Deployment

The college follows a formally stated policy. After accreditation by NAAC in 2007, the IQAC was constituted. The IQAC comprises of eight senior faculty members. This committee in consultation with the Principal heads of various departments and as per requirements of NAAC plans and deploys various policies that improve the quality in the institution. The policies and decisions are reviewed at the Principal's meeting with the Heads and corrective measures are taken if need be.

- Regular meetings of the Managerial body and IQAC
- The feedback system (From Stakeholders, Alumni, Staff, Parents and Students)
- IQAC Academic Audit Team visits the departments (once in a Semester).
- Regular visits of the Principal to the departments and interaction with heads of the departments
- Heads of the departments monitor the system of each department regularly. Faculty meet for feedback twice in a semester.
- The Principal of the institute is a liaison between the students and the Management. Infrastructure requirements (Academic, Research, Physical) for the institute are conveyed to the management and the Principal sees to it that they are fulfilled.
- Policies and plans are constituted, monitored and evaluated by IQAC.
- The Principal, Vice Principal, Faculty Incharge, HODs and the various committees implement the plans and policies together.
- The institute has developed and established the culture of excellence through the excellent teamwork of the staff under the guidance and leadership of the Principal. As a result, the institution has achieved A-Grade in 2nd Cycle and the "College with Potential for Excellence (CPE)" (2nd Phase) Status of UGC. It is a matter of great pride for our institute, which is situated in a rural area. Due to CPE status, a major change has been brought about in the organization in term of physical as well as academic infrastructure. Along with with that the psychological transformation of the staff will increase the ability and quality of teamwork. This will be proving more beneficial for the institution in future.
- Authority and executive members of Management are always available to guide us for the overall development of the institute.

- The official notice is issued along with the guidelines defining the roles and responsibilities of the committees.
- The committees prepare action plans and submit to the principal for approval. The committees carry out the activities and at the end of the academic year, the conveners submit the reports of the work done to the head of the institution.
- To groom leadership at the student level, the students' representative is also encouraged and nominated to handle the co-curricular and extracurricular activities.
- For academic matters, HODs are given full liberty to improve the academic level.
- Physical Director, Librarian, Rector, Programme officer of NSS, Officer of NCC and conveners of different committees are also independent to perform their duties.

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

- The *Managerial Committee* of *Uttar-Purva Gujarat Uchcha Kelavani Mandal, PILVAI* consist a President, a Vice-president, four Secretaries and other 31 members including the Principal. Other important bodies of the management are the *Executive committee* and the *Academic Council*.
- The Principal of the institute is a liaison between the Staff-Students and the Management. Infrastructure requirements (Academic, Research, Physical) for the institute are conveyed to the management and the Principal sees to it that they are fulfilled.
- The Management also appointed Vice-principal, Administrative Coordinator and three Faculty I/Cs for strengthening administrative and academic activities.
- The HOD of each department leads the academic and administrative work of the concerned department. The HoDs are given total academic freedom by the Management.
- The Principal, head of the institution constitutes different committees at the beginning of each academic year for the smooth functioning of Administrative, Academic, Extracurricular and Research activities.
  - IQAC
  - Admission Committee
  - Time-Table Committee
  - Library Committee
  - Grievance Redressal Committee
  - Cultural Committee
  - Sports Committee
  - Examination Committee
  - Anti-Ragging Committee

- ○ SC/ST/OBC Cell
- ○ Finance Committee
- ○ Research Committee
- ○ Saptdhara
- ○ Career Guidance Centre
- ○ Women Development Cell
- ○ NSS
- ○ NCC
- ○ Science Society
- ○ Pilvai College Vartul
- ○ IPR Cell
- The Management of the Institution is visionary and committed. In short, Management monitors the following processes:
  - ○ Teaching-Learning Process
  - ○ Recruitment
  - ○ Promotion of Staff
  - ○ Freedom for Academic Development
  - ○ Financial Support
  - ○ Evaluation of Teachers Performance
- The recruitment of the teacher is as per the norms of the UGC, State Government and the affiliated University. The institution working hours are set according to UGC and Government of Gujarat norms. GPF, Casual Leave, Earned Leave, Medical Leave, Maternity leave, etc., have benefited the teaching and non-teaching faculty.
- Each and every staff as and when eligible for a promotion by acquiring required qualification and the score as stipulated by the API of UGC norms, the College management follows the procedures as early as possible for his / her promotion.
- Institute has constituted a **Grievances Redressal Committee**. The Grievance Redressal Committee heading by the Principal. This committee discusses the matter with the Principal to solve the problem. The institute has well-defined grievance redressal procedure. Prompt and effective disposal of grievances of various stakeholders is being done.

File Description	Document
Any additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

1. **Planning and Development**
2. **Administration**
3. **Finance and Accounts**
4. **Student Admission and Support**
5. **Examination**

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: A. All 5 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

- The Principal constitutes different committees at the beginning of each academic year. Senior faculties are the coordinators of these committees. All the committees are meeting once in a semester to plan and execute the activities. The coordinator will meet the Principal with the minutes of the meeting for the approval.
- In College, each activity takes place through the meetings of the concerned committee or the department. In the meetings, resolutions are passed to undertake the specific activity strategically. This may be considered as the worth praising practice of the College.
- As an example, we would like to mention the functioning of the Research Committee of the College.
    - The function of the Research Committee is to facilitate, encourage and monitor research activities in the College.
    - The Research Committee encourages and provides necessary guidance to the faculties in submitting research proposals to UGC and other funding agencies.
    - The committee promotes teachers having PhD degree for becoming recognized research guide and facilitates them with lab, library and computing facilities.
    - It also helps departments in submitting seminar proposals and motivates the teachers to pursue Ph. D. studies.
    - It also encourages the faculties and students for publishing research papers.
    - The committee also cares about plagiarism in research activities.
    - It organizes seminars/workshop and encourages teachers for attending seminars/workshops outside the college.

  - The Research Committee comprises:
    1. Principal
    2. Committee Coordinator
    3. IQAC Coordinator

4. Two Senior Faculty Members
- **Research Committee**

Resolutions	Implementations
Honouring faculty members for obtaining PhD degree, guide ship and abroad visit for research activities.	• Faculty members who obtained PhD degree, guide ship and abroad visit for research activities are honoured on every Annual Day Celebration.
To develop research aptitude among both faculty and students.	• The PG students of Chemistry and Mathematics are doing project work. PG students have also presented their research papers in conferences. • The faculty members have presented their research papers regularly in national/ state level conferences. • Dr S S Shah has presented three research papers in international level conference PITTCON 2014 at the US.
All department insisted to have MOU with relevant industries, academic institutions and research labs.	• We have established MOUs with various colleges for research and academic activities. • We have established MOUs with various industries viz. Sycron Pvt Ltd, Ahmedabad and Bhagwati industries, Chhtral for training and research purpose.
To encourage faculties to pursue M.Phil., PhD degree and Guideship.	• Twelve faculty members are recognized research guide in different universities and actively engaged in research. • Seven teachers have pursued a PhD degree during the last five years • Three teachers are engaged in research work.
Encourage faculty and students to write research papers and Research Project proposals.	• The college organized eight seminars/workshops to encourage both faculty and students to write research papers and proposals. • 7 Minor Research Projects of UGC have successfully been carried out by the institution.
To publish more research papers	• During the last five years, teachers have published more than 120 research papers.
To increase the research facilities.	• In research laboratories, sophisticated instruments and software were purchased.

File Description	Document
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Welfare scheme for Employee:

The Welfare measures provided by the institute for teaching and non-teaching staff are as under:

- Group insurance scheme like GSLI by the government for all permanent employees
- Various leaves are available to teaching and non-teaching staff are vacation leave, Casual Leave, Earned Leave, Medical Leave, Maternity and Paternity Leave.
- EPF [Employee Provident Fund] for Self-Financed staff.
- Accommodation facility for Teaching and non-teaching in staff quarters and temporary accommodation facility in Guest Room.
- The class III & IV employees get the facility of Bonus once a year for the festival.
- The class IV employees get the benefit of uniform.
- There is a Registered Co-Operative Credit Society on the Campus, directed and managed by the staff. This credit society provides various services like deposit and loan to its shareholders up to a limit.
- Gratuities, Pension and all other such Government welfare schemes and measures are given to the staff
- First Aid Facility on the campus
- Additional Facility of the Central Library, computer and laboratory are provided to teachers conducting research.
- Duty Leave is granted to teachers to participate and present papers in seminars
- Grievance Redressal Cell takes care of the complaints of the students as well as staff.
- **Medical reimbursement Scheme**: refunds the medical expenditure of employees and their Dependents.
- **Sexual Harassment Policy:** A Women's grievance redressal cell for addressing complaints regarding sexual harassment
- Parking Facility
- Free Wi-Fi facility throughout the college.
- Complete support and assistance is provided to the faculty for pursuing higher studies and Research Projects
- **Leave Travel Concession:** Subject to rules and regulations, the travelling expenditure of the employees to any place in India is refunded.
- Accidental Death Policy Insurance Scheme for all staff members as well as all the students on the campus
- Faculty members are encouraged to take up/join self-development programs and higher education.

File Description	Document
Any additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 8.22

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards

membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	5	4	4	2

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 7.2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	8	8	6	4

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 10.2

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	9	9	2	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The college has an effective performance appraisal system for both teaching and non-teaching staff. For assessing performance related to teaching, the evaluation indicators are academic excellence gained by the students, learning the outcome of the students and the API scores of the faculty. For non-teaching staff, the indicators are efficiency, economy and time-bound completion of tasks.

PERFORMANCE APPRAISAL SYSTEM FOR TEACHING STAFF

The Institution has a three-level mechanism for appraisal of the performance of the teachers.

Teacher's Self-Appraisal System:

It is a mandatory process for every teacher to have the self-appraisal form furnished by College every year. In this stage, the teacher furnishes the form in such a manner that it sheds light on the activities pertinent to the creation and dissemination of knowledge apart from the teaching-learning process. It also evaluates the involvement of the teacher in the extracurricular and co-curricular activities. Participation in seminars and conferences; presentation of papers in seminars and publication of articles in journals and involvement in extension activities are also assessed at this juncture. The self-furnished appraisal form transfers to the IQAC through HOD. This introspective mechanism equips the teacher to chalk out plans to strengthen the areas to which one is not accustomed.

Teacher's Evaluation by Students

The students get an opportunity to evaluate the performance of their teachers through an online questionnaire on website and Android App. The parameters evaluated in the rating scale. The IQAC and the Principal analyze the analysis report generated. The analysis report is shown to the teacher and the Principal give suggestions for improvement and takes actions if required.

Teacher's Evaluation by Authorities:

The HOD, Faculty I/C, Vice-Principal and the Principal continuously monitor and evaluate the daily work

of teacher throughout the year. On the bases of the analysis of the results of University examinations, the Principal tries to judge the performance of the teacher and discusses the matter with the concerned teacher personally. He guides the teacher for improvement in his/her performance

Parameters of performance appraisal consist of:

- Punctuality
- Use of innovative teaching methods
- Completion of syllabus
- Feedback
- Attainment of higher qualifications and participation Research, curricular, co-curricular & extracurricular activities
- Computer literacy and the ability of ICT
- Honesty and Integrity

PERFORMANCE APPRAISAL SYSTEM FOR NON-TEACHING STAFF

- It is mandatory for every non-teaching staff to have the self-appraisal form furnished by the college every year.
- The performance of the non-teaching staff of the college is also assessed through general online feedback form filled by the students, alumni and parents about the college.
- The Principal and Administrative Advisor continuously monitor and evaluate the daily work of non-teaching staff throughout the year. The parameters of the performance appraisal system for non-teaching staff:
    - Punctuality
    - Agility
    - Discipline
    - Honesty
    - Dependability
    - Integrity
    - Reliability
    - Technical skill enhancement
    - Vertical enhancement of qualification
- The Principal, based on all analysis, give suggestions for improvement to non-teaching staff if find necessary.

File Description	Document
Any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- The accounts are done by Tally software so authorities can monitor entries. There is a mechanism of checking, rechecking and crosschecking of accounts by the Accountant, Office Superintendent, Administrative Coordinator and Principal periodically.
- Besides, an arrangement is made by the management for internal audit at least two times a year by C.A. firm, Patel Mankad & Co., Ahmedabad. In the case of spending of UGC grant, there is IQAC, Finance Committee and Library Committee. It finalizes the purchase of necessary equipment and books of the Institute. All purchases are done through a tender system.
- The state government periodically also does an external audit. The grant of state government is finalized only after the audit. The last government audit was done in January 2019. There were no major objections raised by the auditor.

File Description	Document
Any additional information	[View Document](#)

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 16.76

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
11.51	5.25	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)
Any additional information	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Mobilization of funds:

The sources of fund for the Institute are

- The grant from State government
- The grant from UGC under various schemes

- Fees from aided courses
- Fees from courses under Self Finance Programmes
- Donations from Alumni, Senior staff members and general public/community
- Supporting financial assistance from the Management
- Pilvai College Vartul- A Student-Alumni association

Utilization Policy :

- Financial resources are available through State Government, UGC and various fees from students which are utilized and monitored by the top management, Principal, Accountant & different committees.
- The State Govt. provides grants only for the salary of the staff (teaching and non-teaching) working in aided departments.
- Grant received from UGC under various schemes like CPE, College Development Grant, Additional Grants, Golden Jubilee Grant, Merged Scheme, Women Hostel, BSR, MRP, RUSA, etc., can be used only for the purpose it is granted for.
- Fees from the aided courses are collected under different heads and there is no liberty to divert it for any other purpose. The tuition fees collected is deposited to the Government in the salary grant account. The college uses the development fee for different purposes.
- Fees from the courses under SF are the main source of fund for the Institute which is used for the various needs. The major part of it is used for the salary of teaching and non-teaching staff working in the SF departments. Seven teaching posts and half of the non-teaching posts under aided departments are vacant. The management appoints part-time/visiting teachers and non-teaching staff against vacant posts. A part of this fund is used for the salary of part-time teachers and staff.
- The Managerial body and IQAC of the college from time to time according to the need of the college decide the policy and procedure for resource mobilization. The Purchase Committee decides the policy and procedure for purchasing any item. Each item is purchased by comparing a minimum of three quotations received from different vendors. The comparative statement of quotations placed before the Purchase Committee. The purchase order is released after the final decision of the committee. The payment made over Rs 10000 only by cheques.
- Collection of tuition fees, purchases of materials, books, stationeries, equipment and its maintenance, payment of bills are through centralized accounts department. All purchases are done through a tender system. Each and every transaction is supported by the vouchers.
- All the collections are deposited in the bank and all expenditure, recurring and non-recurring, are incurred through cheques. Only authorized persons by management can operate the transaction through the bank. Internal Chartered Accountant conducts a financial audit twice in every financial year to verify the compliance.
- The State Government periodically does the external audit. The grant of State Government is finalized only after the audit.
- The accounts are done by Tally software, so all the entries can be monitored by authorities.

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

Response:

Contribution of IQAC to Institutionalize Quality Assurance Strategies and Processes:

Development and Application of Quality parameters

IQAC has made the faculty and the staff aware of the parameters of quality assessment, and channelize the activities, introduce new models, design the forms as well as maintains records of their activities.

Creating a Learner-Centric Environment

The IQAC undoubtedly took the lead in transforming the learning atmosphere in the campus into a learner-centric one, though the institution functions within the limitations of a traditionally structured curriculum and time-pressed semester examination system. Moodle, the free Open Source software package, is utilized as the learning platform or Course/Learning management system. Also motivates teachers to adapt their teaching approaches so that the learning system becomes easy and interesting and the facilities can be utilized more effectively.

Feedback Response System

Every year, under the initiative of the IQAC, the feedbacks on the academic and administrative processes and facilities are taken online from the stakeholders. Relevant issues are taken up and appropriate responses and measures are suggested by the IQAC to the Management, which sees to the implementation of these in due course of time.

Enhancement in Curricular, Co-curricular and Extension Activities

IQAC organizes workshops, seminars, exhibition, competitions aiming at the interaction of the academic and industrial realms, which is hugely beneficial for the teachers and the students. The IQAC also emphasizes for increases the involvement of students in Curricular, Co-curricular and Extension Activities

Documentation

The IQAC meticulously document the participation of faculty and students in various curricular and extracurricular activities. The IQAC monitors the departmental documents by providing clear guidelines and documentation materials. Each faculty and department is asked to maintain a record of their academic activities. All the documents are collected by the IQAC at the end of the Year. The activities are reflected in the Annual Report published by the College.

Implementation of Best Practices

IQAC is also the nodal agency for coordinating and implementing the best practices of the institution. The best practices such as Green Audit, Energy Audit and Academic Audit were conducted on the campus. All the studies were done in a time-bound manner and its recommendations were implemented in the campus. The IQAC convener also headed the Strategic Plan.

Development if Quality Culture in the Institution

The IQAC associates closely with the conduct of various programmes on the campus and provides guidelines for the Committee/body/ department regarding the organizing of events. IQAC ensures the avoidance of plastic, for instance, and works with the NSS and the NCC in maintaining the Green Protocol. IQAC also makes sure that while new constructions are being done, the differently abled are kept in mind.

Preparation and Submission of AQAR

Preparation of the Annual Quality Assurance Report (AQAR) based on the guidelines and parameters of NAAC is definitely a prime duty of the IQAC.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

IQAC reviews its teaching-learning process, structures & methodologies of operation annually. It also verifies the learning outcomes periodically through student feedback and departmental meetings. IQAC found that the teaching method must be made more interactive and more visual in the benefit of the students. IQAC of the college has initiated a number of steps for making the teaching-learning more interactive. As an illustration of the IQAC initiated review processes below two case illustrations are presented.

I. Institutional reviews facilitated by the IQAC:

Feedback on Teachers' Performance: Every year the College conducts a performance appraisal of teachers by randomly selected students from each class, as per the requirement. The IQAC of the College undertakes the analysis of this feedback. This feedback includes both content and methods of teaching, teachers' strengths and weaknesses in teaching. The feedback analysis provides a reliable source of information regarding the quality status of the teaching-learning process in the College during that particular year. The coordinator of the IQAC communicates the feedback analysis to the Principal who takes necessary action where required. From the year 2017-18, the online feedback system is started.

Annual Academic and Administrative Audit: Each year toward the end of the second semester, the IQAC undertakes the annual academic and administrative audit. This is done by collecting information regarding the various developments in the College during the year as per the NAAC criterions. This information also is reflected in the Annual Report of the College prepared by the College. The annual Academic and Administrative Audit (AAA) is the primary source for preparing the AQAR each year.

II. Implementation of teaching-learning reforms facilitated by the IQAC:

The IQAC in its annual Plan of Action makes several recommendations aimed at bringing about general improvements in the overall functioning of the College. This includes plans to reform teaching, learning and evaluation. The IQAC has recommended several steps to enhance the effectiveness of the teaching-learning process through its Plan of Action. The institution enhanced students centric methods to make teaching interesting. During this period the College launched four new programs named MSc(Mathematics), BSc(Botany), MCom and BSc(Physics). To cater to these developments and to attend to the changing requirements, the College has undertaken many steps to reform the teaching-learning process and facilities. These include new Central Computer Lab; new ICT enabled Smart Class Rooms, Upgradation of Seminar Hall, Wi-Fi Campus, new Laboratory Equipment, Additional Books and Journals, organizing guest lectures, seminars/conferences.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 9.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	12	10	10	4

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	[View Document](#)
Any additional information	[View Document](#)
IQAC link	[View Document](#)

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle)* **Post accreditation quality initiatives** *(second and subsequent cycles)*

Response:

The College on completing its sesquicentennial year keeps on striving to make improvements and needful changes while reworking on the weaknesses pinpointed by the NAAC peer team during its visit in 2013. Reckoning the recommendations proposed by the previous NAAC peer team, the college has ascertained to adopt a couple of measures to bring in innovations and qualitative amendments. Taking into account the suggestions of the previous NAAC peer team, the following measures were implemented.

Teaching-Learning

- The College launched four new programs named MSc(Mathematics), BSc(Botany), MCom and BSc(Physics) during the post-accreditation period.
- Several eminent personalities from various streams of knowledge are invited to disseminate and share their knowledge and experience through lectures thereby motivating and inspiring the students.
- As many a number of faculty are members in the Board of Studies/Academic Council/Syndicate of the University, we have grabbed our opportunity to have our say on the design and development of our curriculum.
- Value inculcation in students is carried out by providing them with lectures, activities, field visits and social outreach programs.
- The teaching-learning methodology has been revamped and smart classrooms are being effectively utilized for teacher input that facilitates successful student output.

Research and Development

- The College promotes research, and in association with several academic institutes brings out numerous research publications.
- Enhancement in Research Facilities like equipment, Journals and software.
- Several State and National level seminars and workshops organized by Institution.
- Teachers presented research papers at the international and national level.

Infrastructural Facilities

- Development of huge Botanical Garden in 25 acres land with 300 species and 10000 plants.
- Development of Outdoor Gymnasium
- New tube well and 2.25 km long campus wall were constructed.
- Modernization of Seminar Hall and Meeting Room.
- 13 ICT enabled Smart Classrooms developed
- Construction of 2 new Classrooms in the science building
- Automation Central Library through software SOUL 2.0.

Student Support and Progression

- The college is started **Eklavya Academy** for Students to enhance performance in competitive examination like UPSC, GPSC, NET, SLET, TET, etc.
- The institution has organized various skill-based workshops and add-on programmes to enhance the employability of Students.

Use of ICT in Administrative and Academic Work:

- The administrative work is done completely online with the help of various Softwares like Online admission, Online Scholarship, Online Exam,
- Organization's *Dynamic Website* provides information regarding programs, educational and physical facilities available, various activities, student welfare schemes, results, etc.
- Online Office Management System
- *Pilvai College Facebook Page* to communicate information related to exam timetables, scholarship updates, various events and news.
- Bulk Message System.
- Developed ICT enabled Classrooms equipped with projectors, interactive boards, computers, laptops, audio systems etc.
- NAMO Wi-Fi and Campus Wi-Fi System using the 13 routers.
- *Pilvai College Android App* and *INTRANET* **Facility** for various instructions/notices, study materials, university exam papers, video lectures and online objective quiz for 15 subjects.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 10

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	2

File Description	Document
Report of the event	[View Document](#)
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

1. **Institution shows gender sensitivity in providing facilities such as:**
   1. **Safety and Security**
   2. **Counselling**
   3. **Common Room**

Response:

SAFETY AND SECURITY:

- Our institute is located in a rural and natural setting; therefore special measures are taken for security and safety. The campus is protected from a 2.25km long compound wall. 24 hours of security is employed for the campus.
- While entering the college premises it is mandatory for the students enrolled at this institution to wear the ID card issued by the college. This helps to keep a check on the entry/presence of unscrupulous elements on the campus.
- The identity of any visitor to the college is first ascertained /checked by the watchman and then communicated to the college office.
- The campus is under CCTV surveillance.
- **Anti-ragging Cell:** Ragging in any form is strictly prohibited inside the college campus and hostel. The authority of college deals students seriously who indulge in any such activity. Anti-ragging Cell has been established in college as per the UGC and plays a vital role in the welfare of the students. The information regarding Anti-ragging Cell is displayed at college campus and college

website also.

- **Grievance Redressal Cell and Women Development Cell:** All stakeholders including students, faculty members and parents can complain about their grievance to the Principal or to a specially created complaint box. All complaints received are processed and communicated.

Objectives :

- To deal with the complaints of sexual harassment and any other type of harassment of the female students, women staff of the college.
- To process all the individual complaints and take immediate suitable action.
- To provide assistance to the Faculty/Colleges for taking preventive steps in the matter of gender discrimination and sexual harassment.
- To form/review the guidelines/policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies

COUNSELLING

- Regular teachers of the college are appointed as mentors for counselling of students. Each mentor is allotted a group of 50-60 students. To help Mentor, two senior students per group also play the role of an assistant mentor.
- The institute displays and communicates students the list of **Counseling Groups** (including Mentor, Senior Students and allotted students) at the begging of the academic year.
- Mentors are helpful in students' academic, administrative and personal social problems. They are counselling students from time to time. They also use their expertise to help and guide the students in their regular study and improve their performance.

COMMON ROOM

- There are separate washrooms for girls. The facility of two special common rooms is also available to the girl students.

File Description	Document
Any additional information	[View Document](#)

7.1.3 Alternate Energy initiatives such as:

1.Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 16.17

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 13140

7.1.3.2 Total annual power requirement (in KWH)

Response: 81245

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)
Any additional information	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 12.5

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1620

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 12960

File Description	Document
Details of lighting power requirements met through LED bulbs	[View Document](#)
Any additional information	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

SOLID WASTE MANAGEMENT:

- Each classroom/staffroom/office/library is provided with dustbin, which is regularly emptied. Most of all the solid waste is biodegradable and in the form of leaf and papers which thrown into the dug pit and converted into natural fertilizer by providing a suitable environment.
- The institution follows 'Green Protocol' while conducting seminars and other events.
- Students and faculty are encouraged to use steel lunch boxes.
- Proper maintenance of infrastructure and timely repair of furniture is done to minimize solid waste.
- Used papers and newspapers are sold for recycling.
- The college canteen strictly sees that any kind of non-biodegradable materials is not used for its functioning.

LIQUID WASTE MANAGEMENT

- *Wastewater Treatment Plant:* The wastewater from chemistry laboratories causes heavy damage to the soil and ecosystem in the long run. The wastewater is cleaned by a small self-made treatment plant by the chemistry department. Wastewater of labs is collected with pipes in the topper tank of the plant. In this, by adding potassium hydroxide pellet the present heavy metals are precipitated in their corresponding hydroxides. Precipitates keep overnight; the above clean water is decanted in a lower tank of the plant. In the lower tank, the collected basic water is neutralized with the required amount of weak-acid. The water is then treated with hydrogen peroxide resulting in the degradation of carbonates and organic compounds into non-hazardous compounds. Finally treated water was used for irrigation purposes.

E-WASTE MANAGEMENT

- E-waste is minimal as the staff-students are not encouraged to use CDs and other temporary e-resources. Most of the information is shared through online or through web and hence the e-waste is minimal.

File Description	Document
Any additional information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rainwater harvesting structures and utilization in the campus

- *Underground Water Tank:* In the monsoon season, the rainwater falling on the roof of the Institute's Science building is stored in a huge underground water tank. This water is used throughout the year as distilled water in the chemistry laboratory.
- *Farm Ponds:* The huge college campus is having about 49 acres of land. We have developed the *ANANDIVAN - a Botanical Garden* spread over an area of 25 acres. The entire campus water is stored in three small farm ponds in the huge Botanical Garden. So that the moisture content in the soil increases, which helps in the growth of trees and save water. It also increases the level and quantity of the water in Tube well at Campus.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices
- **Students, staff using**

a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

   Green practices

- The staff and students make the utmost use of public transport services and Group-Transport.
- The staff and students are only allowed to use Pedestrian Friendly Roads of cement blocks which almost connecting all the buildings and places in the campus. The vehicles are not allowed in the inner part of the campus.
- There is minimal usage of plastic in the campus. The campus is almost plastic free.
- The majority of administrative work is being managed in an online and paperless manner.
- *Green Landscaping with Trees and Plants :*
- The campus occupies 50 acres of land. About 70% of the campus area has various trees and plants. These trees make the campus atmosphere green and natural. It enriches everyone's mind.
- Three Green Landscaping with Trees and Plants were developed at the campus, which makes the campus beautiful and natural. There are very nice shrubs in this garden
- *The Botanical Garden - ANANDIVAN* has been developed with approximately 10000 plants of 270 species in 25 acres of the area of the campus.
- The institution has developed *Fruit Farms* having about 150 mango trees and 200 lemon plants.
- **Green Initiatives**
  - Development of huge Botanical Garden with 270 species & 10000 plants and botanical names displayed
  - Green Audit
  - Rainwater harvesting
  - Groundwater recharging
  - Solar panels on Administrative and Science Buildings

File Description	Document
Any additional information	[View Document](#)
Link for Additional Information	[View Document](#)

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 12.3

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.33	1.65	74.63	1.14	1.35

File Description	Document
Green audit report	[View Document]
Details of expenditure on green initiatives and waste management during the last five years	[View Document]

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. **Physical facilities**
2. **Provision for lift**
3. **Ramp / Rails**
4. **Braille Software/facilities**
5. **Rest Rooms**
6. **Scribes for examination**
7. **Special skill development for differently abled students**
8. **Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	[View Document]
Any additional information	[View Document]

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 51

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

16-09-2019 10:33:37

2017-18	2016-17	2015-16	2014-15	2013-14
9	10	10	11	11

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	[View Document]
Any additional information	[View Document]

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 43

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	9	8	9	8

File Description	Document
Report of the event	[View Document]

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	[View Document]
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	[View Document]

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 10

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	3	1	2

File Description	Document
List of activities conducted for promotion of universal values	[View Document](#)
Any additional information	[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The Institution has organized the following activities related to the national festivals, birth/death anniversaries of the great Indian personalities:

- **Gandhi Jayanthi**: Prarthna, cleaning – college campus
- **International Yoga Day:** Our college ground has been one of the few venues of the Taluka level celebration of Yoga Day (21st June) for the last three years. The college organises Yoga Training classes for the students and staff for a week preceding the Yoga Day.
- **Teachers Day** (5th September) is celebrated on a grand scale in the college. The students pay tribute to great teachers by performing the work of teachers for a day. The students handle all the positions of the college. At the end of the day, they felicitate their real gurus.
- **Hindi Diwas:** The Department of Hindi in the college leads the celebration of Hindi Diwas on 14th September every year. They conduct various literary competitions for students.
- **National Unity Day** is celebrated on 31st October as the annual commemoration of the birthday of Sardar Vallabhai Patel. Staff and students take the Unity Pledge on this occasion.
- **World AIDS Day** (1st December): The NSS Department organises an awareness rally on World AIDS Day. The message about healthy living and the dangers of this deadly disease are conveyed to the society through play-cards and chanting of slogans.
- **National Youth Day** (12th January) is celebrated on the birthday of Swami Vivekananda. Students are given a motivational lecture by an expert on the thoughts of Swami Vivekanand.
- **Children's Day** (14 Nov) Celebration
- **Independence and Republic Day** - flag hoisting ceremony, oath-taking, and motivation talks.
- **National Science Day** (Dr Vikram Sarabhai) Celebration: Seminars and exhibitions held on diverse focal themes every year.
- **International Literacy Day, National Blood Donation Day, World Health Day** by incorporating NSS, NCC and Pilvai College Vartul.
- **Gurupurnima** Celebration

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Financial transparency:

- The financial assistance is acquired through plan fund allotment, UGC and RUSA and the financial apportioning are done in a fair, transparent manner at the time of general meeting for all the departments. The college level Planning board and Purchase Committee closely monitor financial activities.
- The accounts are updated on Tally on a daily bases. The accountant, Administrative Coordinator and the Principal jointly scrutinize and verify this financial data fortnightly. They follow the directions from the Higher Education department and internal Chartered Account. At the end of every financial year, the annual financial statement is prepared and sent to the authorities in the Department of Higher Education.
- The college seeks the services of the management appointed CA, Patel-Mankad & Co., Ahmedabad for interim audit in September and Final audit in March every year. The audited final balance sheet report and certificate are sent to the audit wing of the Department of Education. The government does the external audit periodically. The institution is subject to auditing by Directorate of Collegiate Education in all financial matters. The timely audit is done annually in the form of department audits and Accountant General's audit.
- The annual statements of accounts are prepared and audited and such statements are placed before the Executive Committee of the Management.

Academic transparency:

- For transparency in academic matters, the academic programmes are executed in compliance with the uniform academic calendar of the University and the college. An academic year plan is made by IQAC.
- Continuous evaluation is done during the semester end and feedbacks took online. The student grievance cell of the college examines and resolves the problems of the students.
- Department level and College level Monitoring committee addresses the complaints of students. IQAC takes annual feedback survey from among the stakeholders, conducts an academic audit of our institution, and suggests remedial measures.
- The internal results are placed on the Notice Board and College Website for transparency.

Administrative Transparency:

- Every decision regarding the administration of the college is taken at the General Meetings and the Minutes are communicated to each department.
- Department level meetings are held regularly for discussing and taking decisions on key issues. Each department has a department process to maintain the records.
- Various bodied like NSS, NCC, Pilvai College Vartul, Science Society, etc., functions under various faculties-in-charge. The Principal by consulting Vice-Principal and Faculty I /C ensuring gender equality, and including student representatives do a democratic selection of members for every committee.
- Continuous Evaluation is carried out under the observation of faculty I/C and HODs. There are a

Vice-Principal, Administrative Coordinator and IQAC Coordinator for the proper management of the institutional affairs.

- The Pilvai College Vartul is vested with the charge of carrying out extra-curricular activities of the students.
- The Disciplinary Committee, Women's Cell, Anti-Ragging Committee, Examination Committee and Research Committee also play vital roles in the smooth functioning of the college activities.
- For enhancing the efficiency of the administrative staff, IQAC provides annual training to them on open source software and e-governance.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

The institution is consciously aware of social responsibility. In order to meet the abovementioned goal, the institution forms various programmes, among which, the following two are salient:

1. ANANDIVAN - A BOTANICAL GARDEN: *Save Environment Save Lives...*
2. NATIONAL SCIENCE TECHNO FAIR: *Let's Science Prevail...*

BEST PRACTICE – I
1. TITLE: ANANDIVAN - A BOTANICAL GARDEN: *Save Environment Save Lives...*

2. OBJECTIVES OF THE PRACTICE:

Aim and objectives:

- Proper use of 25 acres of the unused wasteland of the institute.
- Maintaining the environment of the institute by planting trees and bringing the students closer to nature
- Protect various rare species of plants and trees.
- Develop and maintain the Garden as a living attraction for birds and animals.
- Develop new areas of learning for botany and zoology students.
- Developing the park as an ecological hotspot.
- To establish research and medicinal centre.
- Get income from the fruits section and use it for Garden maintenance.
- For water harvesting, develop farm ponds in Garden.

3. THE CONTEXT:

- The institute has about 49 acres of unfruitful fertile land. In this land, the untimely plantation of thousands of old acacia trees was engulfed. Dr Sanjay Shah, the Principal of the institute, got the idea of using this fertile land to make a huge Botanical Garden. The management approved his idea and thus the project became a dream project of the Institution. It is considered to be the help of the forest department for this big project of environment. This environment-related project was needed

to build huge campus walls for tree protection while creating tubewell for tree plantation. To meet this requirement, the management cost of Rs 75 lakhs is to show its environmental sensitivity and social responsibility.

4. THE PRACTICE:

- 25 acres of unused land had plenty of acacia trees, which was levelled and cleaned with the permission of the State Government
- With the help of the forest department and as a part of the district 'Van Mohatsav', the park was developed in the premises of this institute.
- The honourable alumni and the Chief-Minister of Gujarat, Mrs Anandiben Patel, approved the idea of Anandivan enthusiastically. The forest department named the park 'Anandivan'
- The Management for Anandivan provided organizational and financial help. They helped in developing irrigation facilities worth 20 lacs INR in the area. An investment of 55 lacs INR was made for the preservation and protection of Anandivan.
- With the guidance of forest department and life-science department of the institute, the land was divided and classified to accommodate various plant species according to their growth requirements. Nearly 10000 useful and rare trees of 270 species were planted.
- With the help and care of employees, students, teachers and the forest department, the project has achieved more than 80% of the envisioned success.
- A Vankutir and about 3 pounds were developed in the park.
- The botanical name, common name and usages of all the species of trees and plants are displayed by Botany Department.
- The Science faculty obtained permission to offer Botany majors from the institute.

Sections in the Anandivan:

- Medicinal Plants Section
- Sandalwood Forest
- Rare and Endangered Plants Section
- Fruit section 1
- Trifala Van
- Fruit section 2
- Bamboo Plantation
- Fruit section 3
- Sustainable Plants Section
- Bird forest
- Arboretum
- Children's park
- Mango and Lemon Trees Section
- Decorating forest

5. EVIDENCE OF SUCCESS

- Planting 10000 trees with a 90% success ratio
- Planning of Garden Maintenance from Revenue from Various Medicinal and Fruit Trees
- Beautiful growth of trees in four years
- Various fruit yields have started and many birds have started living in forests

6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

- There is a problem in levelling the land and removing the roots of old trees.
- **Solution:** we have taken the help of a JCB machine to remove roots and level land.
- In a large area, tree plantation was impossible for Institution
- **Solution:** The help of Forest Department was taken and through District Level Van Mahotsav the huge plantation was achieved.
- At high temperatures of 45 degrees in summer, trees were difficult to grow. If the plants are given continuous water, then they can survive.
- **Solution:** Two full-time gardens have been designated for continuous watering to plants. As a result, we acquired a 90% success ratio.

Resources needed

- Financial Assistance from Management
- Forest Department
- Staff of College
- Botany Department
- A huge amount of Water
- Fertilizers and Pesticides
- Gardening Equipment

BEST PRACTICE – II
1. TITLE: – NATIONAL SCIENCE TECHNO FAIR: *Let's Science Prevail…*

2. OBJECTIVES OF THE PRACTICE:

Aim / Goal: –

- To develop a scientific approach of school/ college teachers and grow curiosity towards science in them.
- To be cooperative in the procedure of social upliftment through spreading and canvassing science and technology.

Objectives: –

- To invite eminent scientist and scholars from various states of the country and plan conversation, discussion and debate.
- To invite expert teachers and talented students from various states and to involve them in various scientific activities.
- To organize a science project competition among students of various science colleges of the state.
- Under the guidance of well-known space research institution of the country, ISRO, various models of space shuttles and satellites can also be displayed and such a unique exhibition can be made available and easily accessible for the pupils and students coming from schools and colleges situated in rural
- Showing various projects by all the departments of all three institutions of the campus, an exhibition titled *"Dr J. D. Talati Grand Science Exhibition"* Great Science Exhibition' can be planned to pay a sacred tribute to Ex. Principal and scientist Late Dr J. D. Talati.

- Efforts should be made to make the students of all high schools, higher secondary schools and colleges of the district take more and more advantage of Science Techno Fair.
- More and more teaching and nonteaching employees of all three institutions of the campus can actively be involved in this multi-tasked academic programme

3. THE CONTEXT:

It is observed that in Mehsana District the students, who have recently completed their high school study and joined the college, were lacking in interest towards science and scientific approach. In such circumstances, as a part of the responsibility of our higher education institution, an idea grew in our mind to plan a **"National Science Techno Fair"** to increase scientific approach and curiosity. Such an idea, to make active the procedure of social upliftment through spreading and canvassing science and technology, was fortified by the Principal, Teachers and Management of our institution.

4. THE PRACTICE:

- It was decided that, with the accompaniment of Raman Science and Technology Foundation and All India Ramanujan Maths Club, National Science Techno Fair be organized jointly. It was also decided that the abovementioned Programme be organized by the financial assistance of the management of institution UGC and GUJCOST
- Eminent scientists from all over the country were invited to remain present in Science Techno Fair approximately 15 scientists remained present and inspired teachers and students through conversation and guidance.
- 10 teachers and 50 students from 8-10 states stayed here as esteemed guests and during a couple of days, they actively participated in various activities like science model making, science models presentation, science techno debate, science techno show, science quiz, oral poster presentation etc…
- A one-day national seminar titled "Globalization of education through digitalization" was organized with the cooperation of Bhabha Research Academy, Gujarat and Council of Teachers education (CTE), Gujarat Sector on the date 15/07/2017. Approximately150 teachers and 50 research scholar all over the country participated in this seminar and presented their views through oral and poster presentation.
- An exhibition, including 24 sections, titled "*Dr J. D. Talati Grand Science Exhibition*" was exclusively and jointly organized by various departments of all the three institutions of the campus, in which, all the teachers and 230 students displayed their projects. Moreover, the College Community Science Centre (CSC) also organized "A Funny Science Exhibition".
- With the involvement of ISRO, an eminent space research institution of the country situated at Ahmedabad, a unique and rare mobile exhibition, showing various models of satellite and Space shuttles, was also organized successfully and it had remained main attraction of the whole Science Techno Fair. For such a presentation, 50 students were provided guidance and due training by the scientist of ISRO. Approximately 10,000 teachers, students and citizens enjoyed this exhibition.
- Competition for 30 projects of science was held among 100 students of 10 colleges of the state and successful students were awarded.

5. EVIDENCE OF SUCCESS

- More than 15 National Level Scientists, 10 School Teachers and 60 Students of various States of India remained present.
- More than 10000 teachers-students-people of surrounding areas take advantage of Inexhaustible

ISRO and Dr J D Talati Grand Science Exhibition.

- About 500 college students were enlightened by science knowledge through active participation
- The Institution has promoted and popularized science successfully through this grand event.
- The media gave huge coverage to this event.

6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED

- It was necessary to suggest all the teachers and students of this whole area remain present to take advantage of such a rare National Science Techno Fair.
- **Solution:** Our institution humbly suggested District Education Officer (D.E.O), Mehsana to issue a circular for all the teachers and students of all the schools of the district insisting upon visiting this fair.
- Obstacle of heavy fall of rain, during these days, had been forecasted by weather forecast Bureau.
- **Solution:** To avoid this obstacle, the whole exhibition was organized in classrooms.
- To manage a large number of teachers-students at the exhibition is a great challenge.
- **Solution:** Time slots have been allotted to schools to visit the exhibition to avoid the crowd.
- **Resources needed**
  - The fund received from CPE scheme, 12th plan Development Grant and Management
  - The teamwork of staff and students
  - Collaboration with Raman Science & Technology, Gujarat and Council of Teachers education (CTE), All India Ramanujan Maths Club and ISRO.
  - Coordination with BEd College and ITI of campus
  - DEO, BRC and Surrounding School Principals

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

USE OF SCIENCE AND TECHNOLOGY

It is our basic mission to nurture a scientific approach among students to fulfil the organization's Vision. The institution is constantly striving to enhance the use of science & technology and to develop a scientific approach among rural students and people. Through the implantation of a scientific approach, this organization contributes to the development of society and the country and makes it unique. The institution has always preferred the use of science, technology and scientific approaches in its educational, administrative and other activities. The performance of college in this area is more distinctive than other colleges

In Education:

- Various educational resources have been made available in all classrooms/laboratories under various UGC grants in the organization, such as projectors, interactive boards, computers, laptops, audio systems etc.
- The NME-ICT scheme and the NAMO Wi-Fi scheme provided internet facility on the campus. The whole campus has been equipped with Wi-Fi using the 13 routers.
- Through *Pilvai College Android App* and *INTRANET* facilities, the students made available various instructions/notices, study materials, university exam papers, video lectures and online objective quiz for 15 subjects.
- Sophisticated equipment, software and facilities are made available in labs for enhancing research and practical work.
- To meet the propagation, dissemination and need of science, we started three new programs BSc (Botany), BSc (Physics) and MSc (Maths).
- Using PPT through the use of ICT in educational work, most of the organization's teachers make the learning process more interesting and easier.

In Administration:

- The organization *Dynamic Website* provides information regarding programs, educational and physical facilities available, various activities, student welfare schemes, results, etc. All the admissions are done through the online admission process.
- The administrative office uses the data management system to handle all the personal data of students. Generating reports related to internal exams, fees, scholarships, etc has become easier and faster. Moreover, it is useful for creating the general register of the institute.
- A *Pilvai College Facebook Page* has been created to regularly disseminate information related to exam timetables, scholarship updates, various events and news.
- Various information and notices are forwarded to students via the bulk message system.
- The *College Android App* allows accessing various staff notices, information about holidays, and makes communication easier.
- The entire administrative work is computerized by leasing all the computers of the administrative office. The distribution and monitoring of the Internet facility provided by the Campus WiFi System can be controlled with the *Cyberoam software*.
- The Central Library is computerized with the *Soul 2.0 software*.

As Social Responsibility:

- The organization has done outstanding work under the State Government's *Soil Health Card Project*.
- As part of the social responsibility of the propagation and dissemination of science, the college organized the *National Science TechnoFair*.
- The *NNS Unit* of the institute is actively involved in the preservation of the environment, cleanliness campaign, and various social probes and their solutions.
- To conserve the environment, we cultivate and nurture about 12,000 plants and trees of 270 species by nurturing a Botanical Garden- **ANANDIVAN.**

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

1. Development through NAAC accreditation and Grants:

The institution made unprecedented progress in the quality education and infrastructure level over the last decade. There is a significant contribution of NAAC and various grants in the progress of the institution. In this juncture, we take special notes of this contribution.

The institution accredited with **B Grade** in 1st Cycle. The status of **CPE** and 100 lacs has been awarded. The institution also availed Basic Scientific Research (BSR), Development, Merged, Additional and Women Hostel Grants. NAAC reaccredited the institution in 2nd Cycle by **A Grade** in 2014. The institution also accredited with **A Grade** in AAA by KCG. The UGC gave a **CPE(2nd Phase) status with** a grant of 80 lacs.

Recently KCG sanctioned the amount of 200 lacs under RUSA grant for infrastructure development. In the coming days, construction of Indoor Stadium, Renovation of Arts-Science-Commerce Buildings, Central Library, Canteen, Botanical Garden and purchase Equipment will be done.

2. Management-Employee Relationship:

Management of the institution has always been rewarding the honest work of the employee. This work of accreditation is incomplete without mentioning a refreshing example. The management gave the tribute to former Principal Lt. Dr J D Talati by unveiling his statue in the institution. Sincere, visionary and honest Dr Talati provided the institution 25 years of service and made the institution prestigious. He was also a well-known educationalist. In most organizations, a statue of donors is established, but this institution has emerged as an inspirational idea of ?? unveiling a statue of a devoted Principal and admitting his work. In a grand ceremony, his wife Smt. Naliniben Talati, in the presence of dignitaries, unveiled the statue of Dr J D Talati. On this occasion, she donated Rs 11 lakhs to an institution for the training of competitive examinations for the students. From this donation, the institution has set up **Eklavya Academy**, which is benefiting students. This is a wonderful and rare example of the Management and Employee relationship. This event has not given only benefits to the students but also increased the feelings of Employees towards the Institution.

Concluding Remarks :

During post-re-accreditation period, efforts were put in for reaching national standards by including more entrepreneurship and skill development programmes. Furthermore, IQAC took moves for engaging expertise faculties and eminent scholars for consultation and lectures, gave more importance to value education through awareness campaigns, seminars discussions, and value-based programmes in the curriculum. Steps were also taken to get more involvement in Curriculum design and development through BOS.

The various advancements that have been carried out since the second re-accreditation are summed up briefly. The various thrust areas of the institution as presented are:

- Quest for excellence with emphasis on quality education;
- Fostering and rewarding research;

- Cultivating global competence among students;
- Promoting the use of technologies;
- Inculcating value system among students;
- Promotion of transparent and participatory governance;
- Promoting innovative practices to help realize the institution's mission as an agent of social transformation.
- Empower students to contribute towards the nation's development through socialist and secular strategies of instruction.

Accreditation is a continuous process. It helps in the progress of the institution. It is our understanding that it is very necessary.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years 1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>10</td><td>9</td><td>8</td><td>9</td><td>6</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>8</td><td>1</td><td>1</td><td>9</td><td>6</td></tr></table>
2.1.3	Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years 2.1.3.1. Number of actual students admitted from the reserved categories year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>336</td><td>299</td><td>312</td><td>309</td><td>375</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>335</td><td>298</td><td>312</td><td>308</td><td>375</td></tr></table>
2.4.4	Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years 2.4.4.1. Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>2</td><td>2</td><td>3</td><td>7</td><td>4</td></tr></table> Answer After DVV Verification : <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr></table>

| 0 | 1 | 1 | 1 | 2 |

3.2.2	Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

3.2.2.1. Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1	4	0	2	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1	4	0	1	1

3.3.4	Number of research papers per teacher in the Journals notified on UGC website during the last five years

3.3.4.1. Number of research papers in the Journals notified on UGC website during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
28	29	27	18	21

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
4	1	2	2	3

3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
5	4	5	1	1

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

16-09-2019 10:33:47

3.5.1	Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

3.5.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
23	20	18	21	17

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
16	17	17	20	17

4.1.4	Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
14.19989	54.38226	96.01717	23.27995	21.15871

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
14.19	54.38	96.01	23.27	21.15

Remark : Converted to lakh

4.2.4	Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1.17294	1.53539	5.40233	5.22204	1.42641

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14

| 1.17 | 1.53 | 5.40 | 5.22 | 1.42 |

Remark : Converted to lakh

4.4.1	Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years 4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs) Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
35.90227	35.12821	30.25347	41.76141	66.77668

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
32.55	30.89	29.73	36.18	65.61

Remark : Revised the values exclding eEsearch project, seminar and conference

5.1.6	The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Answer before DVV Verification : Yes Answer After DVV Verification: No Remark : Documents are not trranslated in english

6.4.2	Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs) 6.4.2.1. Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs) Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
11.51000	5.25001	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
11.51	5.25	0	0	0

Remark : Converted to lakh

6.5.3	Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
16	18	16	14	8

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
10	12	10	10	4

7.1.1	Number of gender equity promotion programs organized by the institution during the last five years

7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	4	4	5

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	2

7.1.8	Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
2.33667	1.65316	74.63101	1.14957	1.35140

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2.33	1.65	74.63	1.14	1.35

7.1.10	Number of Specific initiatives to address locational advantages and disadvantages during the last five years 7.1.10.1. Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
15	16	16	17	16

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
9	10	10	11	11

Remark : Revised programs excluding programs which were alredy claimed under Metric.3.4.3

7.1.17	Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years 7.1.17.1. Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
7	5	7	5	8

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	3	1	2

2.Extended Profile Deviations

ID	Extended Questions
1.2	Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
930	930	870	845	845

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
455	455	426	413	413

1.3	Number of outgoing / final year students year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
567	557	508	399	372

Answer After DVV Verification

2017-18	2016-17	2015-16	2014-15	2013-14
627	589	587	405	375

2.2	Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
58.68856	103.26486	141.26111	68.65299	94.49786

Answer After DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
58.68	103.26	141.26	68.65	94.49