



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution		THE K N S B L ARTS AND COMMERCE COLLEGE KHERALU
Name of the head of the Institution		PROF.KESHARBHAI B PATEL
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		02761231096
Mobile no.		8758580606
Registered Email		kheralucollege@gmail.com
Alternate Email		chaudharibj67@gmail.com
Address		PROF.KESHUBHAI DESAI VIDHYASANKUL NEAR AMBAJI HIGH WAY KHERALU
City/Town		KHERALU
State/UT		Gujarat
Pincode		384325

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		Self financed and grant-in-aid			
Name of the IQAC co-ordinator/Director		PROF. B J CHAUDHARI			
Phone no/Alternate Phone no.		02761231096			
Mobile no.		8758580606			
Registered Email		chaudharibj67@gmail.com			
Alternate Email		kheralucollege@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://kheralucollege.org/wp-content/uploads/2021/04/AQAR-Report-2015-16.pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://kheralucollege.org/wp-content/uploads/2020/12/Academic-Calendar-2016-17.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.29	2009	08-Mar-2009	07-Mar-2014
6. Date of Establishment of IQAC			20-Jul-2011		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by		Date & Duration		Number of participants/ beneficiaries	

IQAC		
WOMEN EMPOWERMENT PROGRAME	05-Dec-2016 2	200
CAREER GUIDANCE	12-Sep-2016 2	288
PREPARATION OF ACADEMIC CALANDER	28-Jun-2016 4	4
FORMATION OF COMMITTEES	24-Jun-2016 350	52
FEEDBACK COLLECTION FROM STUDENTS	25-Apr-2017 6	421
MEETING OF IQAC	18-Apr-2017 215	13
MEETING OF IQAC	31-Dec-2016 230	12
MEETING OF IQAC	14-Oct-2016 130	13
MEETING OF IQAC	18-Jun-2016 230	14
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
THE KNSBL ARTS & COMMERCE COLLEGE KHERALU	SAPTDHARA	KNOWLEDGE CONSORTIUM OF GUJARAT	2017 180	20000
THE KNSBL ARTS & COMMERCE COLLEGE KHERALU	UDISHA	KNOWLEDGE CONSORTIUM OF GUJARAT	2017 180	20000
THE KNSBL ARTS & COMMERCE COLLEGE KHERALU	SALARY	GOVT.OF GUJARAT	2017 365	25607228
THE KNSBL ARTS & COMMERCE COLLEGE KHERALU	SEMINAR	GUJARAT SAHITYA ACADEMY	2017 2	50000
THE KNSBL ARTS & COMMERCE COLLEGE KHERALU	NSS	HNG UNI. PATAN	2017 362	57300
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Academic Calendar Department of English introduced bridge course 'The History of English literature' for the students who chose English as a main subject Introduced Certificate course on Soft Skill and Personality Development Course. During the year Two lectures and Karate Coaching had organised for women empowerment Use of Social Media (Whatsapp Groups, Email, College Website) Each department invited expert from outside twice in a year. Academic and Administrative Audit conducted by Committee appointed by Management.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To strengthen computerization and ICT facility in the campus	Computers and ICT facility strengthened and faculties and students used it.
To arrange women empowerment programme	During the year Two lectures and Karate Coaching had organised for women empowerment
Use of ICT in teaching learning process	Maximum teachers had used ICT in classroom teaching.
To strengthen the Career Guidance Cell	The Career Guidance Cell made the students participate in career guidance and personality development programs in the college.
To introduce bridge course	Department of English introduced bridge course- 'The History of English literature' for the students who chose English as a main subject
To promote and consolidate research activity	Faculties took part in FDP and publish their research papers in various journals and conferences.
Preparation of academic calendar for the year 2016-17	Prepared academic calendar for the year 2016-17

Formation of various committees	New committees were formed and all committees worked very well.				
Expert lectures	Each department invited expert from outside twice in a year.				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>MANAGING COMMITTEE OF KHERALU TALUKA UTTAR VIBHAG KELAVANI MANDAL KHERALU</td> <td>17-Aug-2017</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	MANAGING COMMITTEE OF KHERALU TALUKA UTTAR VIBHAG KELAVANI MANDAL KHERALU	17-Aug-2017
Name of Statutory Body	Meeting Date				
MANAGING COMMITTEE OF KHERALU TALUKA UTTAR VIBHAG KELAVANI MANDAL KHERALU	17-Aug-2017				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2017				
Date of Submission	08-Mar-2017				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college has instituted an Internal Quality Assurance Cell (IQAC) as per the guidelines of NAAC UGC. The meeting of IQAC is regularly being held at the college wherein all the concerned issues regarding quality improvement are being discussed and solutions are arrived at. College has its own class representatives selection process, in which students of different class, subjects and departments select their representatives and these representatives also select their general secretary. College circulates important announcement regarding organization of Annual events, results, examination and admission through these class representatives. Communication of important information regarding programmes and events to the students and Faculty members through websites and conventional notices and circulars. Up gradation of college website with special importance to MIS.				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The KNSBL Arts & Commerce College, Kheralu is affiliated to Hemchandracharya North Gujarat University, strictly adheres to the curriculum designed by various Boards of Studies of the university. Twenty two faculty members of the college render their valuable services as a member of Board of Studies in the University during the last five years.. In order to operationalize the given curriculum, the college prepares an academic calendar in the beginning of the year which is in accordance with the academic calendar declared by the university. The academic calendar, comprising of various activities to be undertaken throughout the year is made and the students, faculty members and other stake holders are informed about the same. Time tables of Arts and Science faculties are prepared covering all the subjects - Core, Elective, Elective Open, Foundation and Elective Generic. The numbers of lectures depending upon the credit points are arranged in every subject. The strategy of completing the syllabus includes lectures, discussion, seminars, presentations, practical and assignments. A meeting of all the Heads of the Departments is convened by the Principal for the effective implementation of the curriculum. If the syllabus of any subject has been revised, the teachers concerned are informed. All the teachers are advised to look up the university website to keep themselves abreast of latest developments in the curriculum of their subjects. The Principal, along with the Library Committee, makes sure that textbooks prescribed in various subjects are available in the college library in the beginning of the academic year. The vision and mission of the institution are displayed in the college premises in such a way that the students read them properly and realize their responsibilities in fulfilling the goals of the institution. The meetings of the faculty members with the Principal are held periodically with the sole intention of improving teaching-learning process and soliciting suggestions. Teachers are encouraged to attend Faculty Development Programmes to augment their teaching-learning skills aimed at effective curriculum delivery. The college also organizes in-house FDPs to train teachers in imparting classroom lessons through ICT effectively. The Principal of the college regularly shares feedback of students and faculty members with the Management of the institute for ways and means to enrich curriculum delivery process and the Management provides all support for the same. A semester-wise academic course plan is chalked out by individual teacher for the smooth progress of teaching-learning process and a copy of it is handed over to the Head of the department. The curriculum includes teaching hours for each course. Head of the department distribute the curricula in the departmental meeting for preparation of individual time table to ensure the total coverage and effective curriculum delivery. The College usually gets 180 teaching days per year against the University specified days

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
bridge course - English	nil	01/07/2016	30	A high-quality history education	To foster in children an interest about the

will help pupils gain a coherent knowledge and understanding of Britains past and that of the wider world past, and to develop an understanding that enables them to enjoy all that history has to offer

Certificate Course on Soft Skills and Personality Development

nil

15/07/2016

30

'Soft skills' play a crucial role in retaining the success

The course also aims to help students in career-visioning and planning, effective resumewriting, dealing with placement consultants and head hunters

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English / Gujarati / economics / Sociology / History	15/06/2016
BCom	Advance Accounting	15/06/2016
MA	English and Gujarati	15/06/2016

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

	Certificate	Diploma Course
Number of Students	104	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Indian Constitution -B.A.SEM-1	18/07/2016	645
Disaster Management	04/08/2016	123

B.COM. SEM-3		
Indian History B.A . SEM-5	14/07/2016	205
Personality Development B.A.SEM-1	29/07/2016	120
Indian Constitution -B.COM .SEM-5	01/08/2016	96
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	HISTORY	42
BA	SOCIOLOGY	97
BCom	Fundamentals of Entrepreneurship I	120
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained
<p>Feedback is crucial for the improvement in academic and administrative of the college. Hence it is taken earnestly by the institution and the responses are taken into consideration to implement the suggestions of various stakeholders. Our feedback analysis committee analysed all feedback and prepared a conclusion of each feedback question. Our institute is an affiliated institution with Hemchandracharya North Gujarat University, Patan and not an autonomous institution. The University frames the curriculum of all the subjects to be delivered in the affiliated institutions so institute is helpless to change syllabus but we collect feedback from faculty and students, summarized it and send to BOS of respective subjects in university for implementation. Feedback is taken by the end of the academic year college from the students and teachers. Then the statistical analysis is made by the institution. On the base of the analysis, the principal instructs the faculty members and the administrative staff to take into consideration the responses of the students as well as various stakeholders to implement the needed amendments. The students' feedback contains the feedback about the faculty members and general feedback about college like their experience with the administrative staff and infrastructural facilities. The feedback about the faculty members contains (1) teacher's punctuality in the class (2) teacher's ability to communicate with students. (3) teacher's ability to generate interest of students in various fields (5) teacher's overall evaluation. The feedback regarding infrastructural contains (1) Principal's approach towards students (2) Infrastructure of the college (3)</p>

library facility (4) admin staff (5) basic physical facilities. The feedback helps the principal and management make changes in the strategy of improvement in the overall of the college

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MA	English / Gujarati	260	63	63
BCom	Advance Accounting	150	121	121
BA	English / Gujarati / Economics / Sociology / History	1030	707	707

[View File](#)

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	2140	166	22	Nil	10

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
22	16	15	15	Nil	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Institute established informal mentoring system. All faculty members are motivated by the principal. Faculties are guided by the principal and give details about the mentoring system. All the teachers of the college are mentors of the students. As such we haven't made formal di mentor-mentee. Informally, the students are allowed to contact any teachers for their problem-s teachers help the students without any sort of discrimination in overcoming the impediments in their problems whether they are personal, physical or social. The teachers confounded students and also consult the parents or guardians in case it is so required and try to solution of the students' problem. This yields positive outcome. In addition to becoming helpful individual problems the teachers also motivate those students who are below average in study, in their interest in study, in recommending them the proper reference books, in providing them care in making them aware for seeking legal help when required. The CWDC frequently arranges prog gender sensitization that helps the students to secure their social equality/identity. The member also make them realize the significance of the role of parents and the inevitability

of familial especially to the girls for their growth and safety. They are also acquainted with the importance of in moulding one's life and their role in the modern society. The needy students are also provided assistance without any sort of discrimination like faith, caste or creed. The students are also allowed to ask questions in such sessions to find out a solution of the problems.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2140	22	1:97

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	17	1	Nil	5

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	Prof. Vinaykant M. Parmar	Associate Professor	Certificate of Appreciation awarded by Vikalang Vikas Yagna Trust Trust Regi. No. F/3568/ Mehsana Regi. Office : At Po- Denap, Ta- Visnagar, Dist: Mehsana
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	B A	SEM VI / 2016-17	31/03/2017	12/05/2017
BCom	B COM	SEM VI / 2016-17	31/03/2017	11/05/2017
MA	M A	SEM IV / 2016-17	21/04/2017	31/05/2017
View File				

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

The Principal of the college and heads of the departments are in regular touch with the grievances of students. They have their own mechanism to collect information either directly or indirectly or confidentially. We have a separate suggestion box which is attended to frequently by the principal. Students

openly express their opinions. Hence vital information is received about the merits and deficiencies of the teachers. Concerned teacher is advised as the situation warrants. This is an informal way of continuous internal evaluation. CC cameras are effectively used to monitor the activities of the staff and the students. Periodically we conduct Evaluation of infrastructure is also done by students. Basic amenities related issues are subject to continuous internal evaluation. Complaints received directly from the students will be sent to concerned authorities for the redressed of their grievances. A feedback format fixed by IQAC in the Google Form is distributed to the students in Whats App groups which covers all the information regarding the performance of a teacher. The data so collected is consolidated, evaluated, analysed by the committee. Corrective measures are taken. Concerned teachers are personally contacted and informed confidentially about the result of internal evaluation. Liberties are given to the students to contact the HOD, mentor and the principal at any time. This free accessibility has yielded fruits. Continuous internal evaluation of students takes place even in the class. Our cultural , Sports,NCC,NSS activities and competitions held in our college help us to assess their talent.

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

In order to enhance the teaching - learning process, a healthy learning environment is created in the college. The college begins its session of teaching after it receives the academic calendar of the University at beginning of the academic year. On the basis of this calendar, the academic calendar committee prepares its own academic calendar. In this Dates / periods of following matters are covered. Beginning of academic year Admission Procedure UG and PG Classes Commence UG and PG Welcome Ceremony, Celebration of Yoga Day Student centric activities of NSS and NCC, Curriculum and Co Curriculum activities. Last date for Submission of Enrolment forms for first year UG and PG Students Activities pertaining to SAPTDHARA, Student centric activities. Teachers Day Celebration and Felicitation Ceremony Submission of University Examination Forms. Sem 1,3,5. First Internal Test, University Examination End of 1st term Diwali Vacation Beginning of Second term University Examination. Sem 1,3,5. Annual Day and Activities pertaining to SAPTDHARA (A Series of Cultural Activities). Submission of University Examination Forms. Sem 2,4,6. Second Internal Test University Examination. End of Second term Summer vacation The academic calendar of each year is published on the official website of the institute so students are see all dates right of way and plan according to it.

2.6 – Student Performance and Learning Outcomes

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

<http://kheralucollege.org/wp-content/uploads/2020/11/POs-PSOs-COs-Kheralu-College.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B A SEM VI	BA	ENGLISH / GUJARATI / ECONOMICS / SOCIOLOGY / HISTORY	475	240	50.52

B COM SEM VI	BCom	ADVANCE ACCOUNTING	146	79	54
M A SEM IV	MA	ENGLISH / GUJARATI	105	92	88
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://kheralucollege.org/wp-content/uploads/2021/04/Feedback-Analysis-2016-17.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
YOUTH CO-OPERATIVE TRAINING WORKSHOP FOR ONE WEEK	DEPARTMENT OF COMMERCE AND ECONOMICS	01/09/2016

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
DEPARTMENT OF ENGLISH	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	ENGLISH	6	Null
International	COMMERCE	1	Null
International	GUJARATI	2	Null
International	HINDI	1	Null
National	SANSKRIT	1	Null
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
SANSKRIT	1
ENGLISH	1
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	37	4	Null
Presented papers	1	23	Null	Null
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tree Plantation	N S S / N C C	5	89

Women Empowerment Programme	CWDC	5	193
World Environment Day	N S S / N C C	8	218
Celebration of Rakshabandhan	N S S / N C C	9	412
Cleanliness Drive	N S S / N C C	10	249
International Yoga Day	N S S / N C C	18	442
Social Service-Special Camp	N S S	4	100
Thalassemia Sreening	NSS and Red Cross Society	5	389
View File			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
SERVICE TO NEEDY PEOPLE	CERTIFICATE OF APPRECIATION	VIKALANG VIKAS SEVA YAGYA TRUST	1
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	NSS	Awareness about Cleanliness and Health	10	386
Anti -Tobacco Day program	District Panchayat Health Department Mehsana	Awareness regarding Evil Effects of Tobacco to Health	5	756
Voters Awareness Pledge	Government of Gujarat	Voters Awareness	4	635
Aids Awareness	Red Cross Society / RED RIBBON CLUB	Aids Awareness Programme	3	188
Women's Legal Awareness	Bar Council of Kheralu / CWDC	Legal Guidance	5	313
Women Empowerment	Women Sexual Harassment Protection Council, Mehsana / CWDC	Anti - Sexual Harassment Guidance	5	308

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Academic	Expert Lecture	MAHILA COLLEGE VIJAPUR	02/02/2017	02/02/2017	78
Academic	Expert Lecture	Smt R.M.Prajapati Arts college, Satalasana	16/07/2016	16/07/2016	98
Academic	Expert Lecture	VNSB ARTS COMMERCE COLLEGE VADNAGAR	13/08/2016	13/08/2016	169
Academic	Expert Lecture	UNJHA COLLEGE	26/12/2016	26/12/2016	124

[View File](#)

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Smt.R M Prajapati Arts College, Satlasana	22/06/2016	Academic	128
C C Mahila and C N Commerce College, Visnagar	02/01/2017	Academic	93

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1100000	1068895

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
soul 2.0	Partially	2.0.0.12	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Nil	Nil	Nil	Nil	Nil	Nil
Text Books	Nil	Nil	Nil	Nil	Nil	Nil
View File						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	45	1	10	2	1	2	4	100	0
Added	3	0	0	0	0	1	1	100	0
Total	48	1	10	2	1	3	5	200	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Internet	https://www.youtube.com/channel/UCTJ9FJCsZWQa9it7o6ZXyCg/videos

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
500000	488000	1100000	1068895

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

The college has constituted a committee for the Infrastructure Development and Planning under the supervision of the Principal. The college has made adequate arrangements for the maintenance and upkeep of the college infrastructure. The management ensures that enough UGC grants and funds are allocated and then utilized for the maintenance. Reviewing the requirements and the exigencies of the facility suggested by the members, a plan is chalked out regarding the implementation of the suggestions. The priority is always given to the creation of such infrastructural facilities that aim at the enhancement of teaching and learning process.

<https://kheralucollege.org/procedure-and-policy/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Vidhyarthi Kalyan Nidhi	3	9000
Financial Support from Other Sources			
a) National	SC/ST/OBC/MINORIT IES SCHOLARSHIP	1388	4111339
b) International	NIL	Nil	0

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counselling and	20/07/2016	124	Local

Mentoring			
Bridge Course in Main Subjects--English, Economics, Gujarati, Commerce	11/07/2016	423	Institution
Tree Plantation	20/08/2016	133	Forest Department and NSS
Youth Cooperative Training Course	25/08/2016	58	Gujarat State Cooperative Union, Ahmedabad
Red Ribbon Club	24/01/2017	79	Red Ribbon Club Mehsana
Yoga	21/06/2017	488	Brahmakumaries/ local Yoga Team of College
Women Empowerment	18/01/2017	347	Women Sexual Harassment Protection Council, Mehsana and Bar Council Of Kheralu
Tour to Vijaynagr Polo Forest	09/12/2016	50	Institution
Remedial Coaching	21/11/2016	680	LOCAL
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	NET/SET Crash Course	50	50	Nil	Nil
2016	Coaching Class for Entry into Service for SC/ST/OBC/Minorities	795	795	Nil	Nil
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	2	118	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	27	B COM	COMMERCE	C.N. COMMERCIAL COLLEGE, VISNAGAR	M COM
2017	79	B A	English and Gujarati	The K N S B L ARTS Commerce college kheralu	M A
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	3
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
YOGASANA CHAMPION YOGASANA BOYS BADMINTON CHAMPION BADMINTON VOLLYBALL VOLLYBALL KABADDI LONG RUN 12.5 KM HIGH JUMP	Inter University and National Level	29
YOGASANA Kho Kho (Men) Kho - Kho (Women) Kabaddi (women) Kabaddi (men) Soft ball (Women) Cross Country (Men - Women) Football (Men)	Institution Level	98
LIGHT CLASSICAL VOCAL	Institution Level	6
ONE ACT PLAY- Aje Dhandho Bandh Chhe.	Institution Level	15
ESSAY COMPETITION	Institution Level	8
Community Social Service- Cleanliness in Village	Institution Level	68

Yad Karo Kurbani 15 days celebration - Eloquence - Esaay - Rangoli - Painting	Institution Level	22
Akhil Bharatiya Vidhyarthi Parishad- Eloquence	Taluka Level	2
Cultural - Saptdhara	Institution Level	57
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	YOGASAN CHAMPION	National	1	Nil	BA0401412246 BA0401534999 BA0401411906 BA0401412212 BA0401609966 BA0401535034	THAKOR SHAMBHUJI LAKSHMANJI THAKOR JAGDISHJI DASHRATHJI PRAJAPATI JAYDIPKUMAR JAYANTIB HAI PARAR MEHULKUMAR SHIVABHAI THAKOR RANJITJI PARBATJI THAKOR MAHESHJI KUMVARJI
2016	SELECTION IN INTER-UNIVERSITY YOGASAN COMPETITION BOYS	National	1	Nil	BA0401411906	PRAJAPATI JAYDIPKUMAR JAYANTIB HAI
2016	BADMINTON CHAMPION	National	1	Nil	BA0401534348 BA0401412260	BAHELIM NADIM RAHEMATULLAKHAN CHAUDHARI RONAK TALSHIBHAI
2016	SELECTION IN INTER-UNIVERSITY BADMINTON COMPETITIO	National	1	Nil	BA0401534348 BA0401412260	BAHELIM NADIM RAHEMATULLAKHAN CHAUDHARI RONAK

	N- BOYS					TALSHIBHAI
2016	VOLLEYBALL	National	1	Nil	MA040162 5417	CHAUDHARI BHAVIKKUMA R GHEMARBHAI
2016	KABBADI	National	1	Nil	BA040153 4379	CHAUDHARI ANKURKUMAR NATHUBHAI
2016	LONG RUN COMPETITIO N-12.50 KMS.	National	1	Nil	BA040141 2576	THAKOR SANDIPSINH AMARSINH
2016	QUIZ COM PETITION IN 28TH YOUTH FESTIVAL. HNG UNIVERSITY	National	Nil	1	BA040153 4662 BA040 1609678 BA 0401534669	PARMAR AJAYKUMAR AMRATBHAI PARMAR SAGAR JITE NDRABHAI PARMAR DHI RAJKUMAR L AKSHAMANBH AI
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

We believe that a student-centric approach in education system brings good result nowadays. As per the demand of the recent era, student-centric education is of great importance since it actively engages the students not only in academic activities, but also in cultural, sports, planning and management activities of the institution. As a result of students' active involvement, quality of leadership is developed among them. It establishes a repo between students and other stakeholders of our institution. Our institution has set up a very active student council in which students are selected on the basis of merit and overall performance. Students registered in NSS, NCC, sports and cultural activities, etc. are preferred as representatives and given due importance. Generally, a meeting of students' council is held every month. The members of students' council actively perform their responsibilities at various stages: e.g. programme-announcement, stage-management, college tour, Annual Day, Prize Distribution Ceremony, Farewell Function and support all sorts of academic, cultural, sports activities carried out at college, university and state level events. • We are planning for their active involvement, especially in library related functions, collection of e-content and rural service programmes. • Student representatives: Girls and Boys are selected in Cultural, Sports, N.S.S., N.C.C., Womens' Cell etc. committees.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

458

5.4.3 – Alumni contribution during the year (in Rupees) :

22000

5.4.4 – Meetings/activities organized by Alumni Association :

Once in a Year

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Several committees have been constituted by the Principal of the college to look after various activities of the college- academic, co-curricular and extracurricular activities. A Coordinator has been appointed for each activity. The Coordinator chalks out programmes of his/her committee and gives to the Principal for approval. After the successful conducting of the programmes throughout the year, the Coordinator submits final report to the Principal at the end of the academic year. In this way, through continuous monitoring and alterations in the existing policies whenever found necessary, the college has been making sustained progress in all areas. Since the inception of this college, a tradition to pay due respect for brilliant performance has been established under which the management offers the trophy and prizes not only to the students, but also to the teachers and administrative staff in the Prize Distribution Ceremony every year. Likewise, the teachers from each department also offer the trophy to the students who obtain the highest marks in their subject. The college performs decentralization and participative management through forming Institution level committees and assigning work to different committee members. For the year 2015-16, total 12 committees satisfactorily performed their work. Each committee is made of five to six teachers and is headed by Coordinator under the chairmanship of Principal. We also invite representatives from students (Boys and Girls) as well as a parents' group in some of the committees. Student representatives are nominated as per their interest and ability in particular activities. The college delegates authority and provide operational autonomy to the departments of the institution and work towards decentralized governance system. As regards decision pertaining to the departments, the HoDs are given complete freedom. The pattern in which the course is to be completed the teaching methods to be adopted, disciplinary action to be taken against the students of the respective departments, the HoDs are empowered to take decisions in their own way. Co-curricular activities, Sports, NSS, Cultural etc. are coordinated almost autonomously by the faculty in-charge under the direction of the Principal of the college. A report concerning the achievements of the various departments is required to be submitted at the end of every semester to the Principal of the college who evaluates and analyzes the performance of the specific departments. The college encourages the participation of both students and faculty members in the management of diverse activities undertaken throughout the year. The three tier system comprising of a Governing Council, Academic Council and Students' Representatives play a key role in bringing together the faculty members and the students. Through feedback procured from the students' representatives, the college tries to sort out the difficulties faced by the stakeholders and attempt to realize the vision and mission of the institution.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Our college has formed an admission committee for UG and PG level admission. All the eligible candidates, irrespective of their caste, religion or gender, are admitted. At the entry level 102 merit is considered, and admitted on a first come, first served basis. The information regarding admission process is displayed on digital notice board. We also publish an advertisement in the newspaper regarding the courses offered and norms for admission. Generally, all the eligible applicants who have applied are admitted as university also sanctions and allows the college to fill extra 30 to 50 seat
Industry Interaction / Collaboration	Though, this year our institute has signed MOU with other institutions, We remain in touch with the industrial sector. We often arrange students' visit to the Bank, GIDC, Dairy Industry, Industrial fair and exhibition organized by the government. Every year we organize Cooperative Sector Training Classes for students, especially of Commerce Faculty under which expert trainers from district cooperative sector train the students regarding the scope and career building in industrial and cooperative sectors. The teachers and students actively participate in Seminars/Workshops/Experts' lectures organized at other institutes. Students prefer to attend academic and cultural programs organized at
Curriculum Development	Ours is an affiliated college with HNG Univ. Patan, hence Curriculum development is not a part of the institute. Though, some of our teachers are appointed as Member of Board of Study in University. Teachers from our college discuss their views with BOS to convey it to the University Committee. Currently Two faculty of our college is engaged in BOS. Syllabus detail is provided, list of books provided
Teaching and Learning	Our college has adequate number of teaching staff and the majority of them are experienced teachers. Most of the teacher use ICT in their

teaching learning process. Teachers engage the students in group discussion, seminars, debate, oral and written test, etc. while teaching process. All the teaching classes are equipped with LCD projectors hence teachers also prepare unit wise PPT for effective teaching-learning. Expert lectures are organized in each department once in a semester.

Examination and Evaluation

As per the university norms, we have Internal and External Evaluation system. The university conducts examinations for 70 of total weightage while 30 of total weightage for evaluation is allotted to College in each course at UG and PG level examination. For 30 of weightage College manages Internal Test carrying 15 Marks and the remaining 15 Marks are allotted for Assignments, Seminars, overall performance in various activities, attendance etc. in each paper. For each Semester, Institute organizes one Internal Examination. As a part of the continuous evaluation system, monthly written or oral tests are also conducted during regular classes. Students are made aware of all exam processes and programs well in advance. The Entire Schedule of Examination and relevant details like assignment submission dates are displayed on digital notice board set near the entrance. Retests are also conducted if students miss the regular tests. The result of internal marks is also displayed on the notice board. If students find any query or not satisfied with the result, they can apply for reassessment. Grievances registered are solved within a week at departmental level. The entire process conducted for internal assessment is wholly transparent.

Research and Development

Along with regular teaching, some of our faculty are engaged in research work. IQAC, Management Authority and research committee at college level encourage the teachers to take up the minor research project, present their papers at state, national and international level seminars/conferences/workshops, etc. The financial aid to attend the Faculty Development Program, training, Seminar, workshops, etc. is also provided to

researchers as per the norms and availability of research grants. The institution also provides net facility in a library to conduct research work. The library is linked to INFLIBNET, a source for thousands of books, references and papers. IQAC and research committee also motivates PG students to do research. It has been our institutional tradition that every year Management authority offers a trophy and a certificate of appreciation to the teachers who receive Doctoral degree.

Library, ICT and Physical Infrastructure / Instrumentation

Each department is provided pamphlets of new books received from publishers to purchase new books, journals or magazines. The concerned department selects the books as per their requirement. Library committee along with the Head of the institution finalizes the budgets for each department and allots the grants as per the institutional criteria. Regarding the requirement of ICT and Physical Infrastructure, the Head of the institution with College Grant Committee convinces the management authority to sanction the required budget. Currently, our institute possesses ICT equipped classrooms, CC TV Cameras, network facility, rich library and language laboratory along with other basic facilities.

Human Resource Management

Our management appoints temporary/visiting teachers as per requirement if vacancies are not filled by the government so that teaching is not affected. Likewise, non-teaching staff is also appointed hence administrative wing of the institution functions well. The academic and administrative staff receive full support, guidance and encouragement at every stage from management authority. The teaching members are motivated to conduct research, organize seminars, present papers in state, national and international level seminars organized at various places. Teachers are also encouraged and allowed to deliver lectures as a resource person at nearby institutes. The head of the institute encourages the teachers and sanctions their required duty leaves to attend Faculty Development Programs, Orientation and

Refresher Courses. The financial support in the form of T.A./D.A., registration fees, etc. are also provided to attend various academic programs. The management authority facilitates and manages the human resources in a healthy manner at every stage.

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

E-governance area	Details
<p>Planning and Development</p>	<p>The Head of the Institute, IQAC and Management Authority regularly concentrate over the further improvement and qualitative performance of the institute hence regular planning of academic, administrative and infrastructural facility is performed every year, and at the end of year, the analysis of all functions implemented is conducted. The process of updating of ICT in teaching, library, computer software system in administrative wing, etc. takes place regularly. Trainers, Experts or resource persons are invited to guide the staff as and when required.</p>
<p>Administration</p>	<p>The administrative office is fully computerized and the entire process is conducted through office management software. Administrative staff is provided computer, printer, scanner and wifi facilities. The Management office is also equipped with required technical facility.</p>
<p>Finance and Accounts</p>	<p>The Accountant of the administrative office is proficient in computer and related works, manages the financial matters of the institution. The records regarding grants, salary, expenses, fees, scholarships, etc. are regularly maintained in official registers and computers. The online transaction is also performed by the office. The salary of teaching and non-teaching staff is credited online. The computerized data of financial, academic and management relevant information, etc., are kept available in hard and soft copies. The process of financial audit is regularly performed. The trustees of this institution have also appointed a computer literate accountant to manage finance and account section successfully.</p>
<p>Student Admission and Support</p>	<p>Though, the process of Admission is</p>

carried out by offline mode. The admission forms and prospectus are also made available on the institutional website. The institution provides a prospectus with admission form stating the complete detail of courses available, teaching faculties, various activities performed, achievements, institutional norms, vision, mission and infrastructural facilities available. Admission is given on merit base and first come, first served basis. The detail regarding the dates of admission, required fees, etc. are displayed on the website and notice board well in advance.

Examination

The examinations related tasks are computerized. All the data to conduct exams and administrative activities are managed through computers. Results of internal exams are uploaded online. Students' registration form for examinations and marks of internal exams are uploaded online by the office staff. The hall tickets are received online. Final exam results are made available on the university website. All correspondence to University like communicating the internal examination results, University examination forms, etc. are partially communicated as soft copies and in the form of emails.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	PROF. B.J. CHAUDHARI	One Week Faculty Development Programme FROM 19/09/2016 TO 24/09/2016	K C G	980
2016	Prof.. B. H. CHAUDHARI	XVIIth One Week Short Term Course on Research Methodology Workshop on "Education and Psychology" FROM 26/12/2016 to 01/01/2017	K C G	980

2016	Prof. . H J. PATEL	One Week Faculty Development Programme	K C G	980
2016	Prof. . V. M. PARMAR	XVIIth One Week Short Term Course on Research Methodology Workshop on "Education and Psychology" FROM 26/12/2016 to 01/01/2017	K C G	980
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	The Uses of INFLIBNET	N A	06/02/2017	07/02/2017	20	Nil
2016	N A	SOFTWARE AND TALLY	22/08/2016	23/08/2016	Nil	6
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
One Week Faculty Development Programme	1	19/09/2016	24/09/2016	7
XVIIth One Week Short Term Course on Research Methodology Workshop on "Education and Psychology	4	26/12/2016	01/01/2017	7
One Day National Level Workshop on Faculty	1	05/09/2016	11/09/2016	7

Development Programme				
HNGU Curriculum Review in Sociology Subject- One Day Workshop	1	08/08/2016	08/08/2016	1
Gujarati no Adhyapak Sang	1	01/02/2017	01/02/2017	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
18	18	12	12

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
00	EVERY YEAR WE PROVIDED ONE PAIR OF CLOTHING TO PEONS OF OUR COLLEGE	<ul style="list-style-type: none"> • Vidyarthi Nidhi (The Fund donated by Teachers for BPL students to pay fees • Book Bank Scheme • Government scholarship and Group Insurance provided to all the students of our college

6.4 – Financial Management and Resource Mobilization

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

Our institute has systematic financial management and resource Mobilization process. At the initial stage, the Chartered Accountant appointed by the Management (Internal Auditor) Audits the financial transaction carried out during the year. All the queries, found while auditing are properly resolved by Head of the Institute and Management Authority. The final report is prepared subsequently by the Internal Auditor. At the second level, the Auditor appointed by Director of Higher Education, State Government audits all types of accounts and financial matters of the institute. The official auditor from the government also assesses the Institutional administrative procedure. The institute receives funds from the State as well as Central government, hence our financial records are subject to audit of Local Fund and by the Comptroller and Auditor General of India. Hence, our institute regulates the proper utilization of monetary resources transparently. The Management authority and Principal approves the budget under various heads with healthy and balanced mode.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
CHAUDHARI MANSINHBHAI DEVJIBHAI	20000	To Organise annual Function
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6.4.3 – Total corpus fund generated

125000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	Yes	IQAC and Managing Committee of Kheralu Taluka Uttar Vibhag Kelavani Mandal
Administrative	Yes	HIGHER EDUCATION DEPARTMENT , GOVT OF GUJARAT AND C. A. Appointed by Managing Committee	Yes	Purchasing Committee and Management Board

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The Parent Association performs their active role in generating the healthy academic environment through providing their valuable suggestions and feedbacks for further progress of the institution. Sometimes they also offer financial support to manage academic and cultural programmes. This association delivers their selfless services for the upliftment of institution regularly.

6.5.3 – Development programmes for support staff (at least three)

- The INFLIBNET training for Teaching Staff is organized at institute.
- The training in Software and Tally is provided especially to administrative staff.
- AQAR is prepared and submitted regularly in time. The strength and weakness of institutions are regularly reviewed.
- Funds are allotted under academic and infrastructural and other required heads as per requirement. The maintenance of physical and academic infrastructure takes place regularly.
- Teaching faculties actively participate in FDP, research related activities, Training programs, Seminars, Conferences. Various programmes for personality development, Aids Awareness', Women's empowerment, career counselling, motivational sessions, enhancement of communication skills, etc. are organized.
- Feedbacks from students, teachers, parents and other stakeholders are collected and reviewed every year.
- Experts' lectures are organized in each term.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

The Following post-accreditation initiatives were taken into consideration:

- Research Committee has been formed.
- INFLIBNET facility has been set up in the library.
- Bar coding system for textbooks has been introduced.
- Expenditure on texts, journals, computers, network has been increased.
- A separate girl's hostel has been erected as the grants received from UGC as well as funds allotted by Management.
- C.C. T V Camera system has been added in infrastructural facility.
- Each teaching room is equipped with LCD projectors, white screen board, centrally operated P. A. system with microphone, amplifier and related tools. Total 16 Laptops have been allotted to teachers to exercise ICT in teaching-learning and evaluation process.
- Students' Counselling Cell

organizes expert's lecture to motivate the students for various competitive examinations in a structured manner. • A Women's' Cell has been instituted for preventing sexual harassment of girls' students and women staff. • IQAC sincerely performs its responsibilities for the upliftment of institution in every field along with qualitative teaching-learning. The IQAC has involved, knowledgeable persons in strategic decision making. • Regular employees contribute their share in Vidyarthi Nidhi established to support BPL and Divyang Students. • One more PG Self-Financed Unit: English has been added in PG Courses hence degree courses in English and Gujarati subjects are availed to students now. In the coming years PG in Economics and Commerce Stream are planned and under consideration. • Total 5 members of our teaching staff have earned Ph.D. and 5 members are registered already in Ph.D. and engaged in research work. • Feedbacks Mechanism has been made more effective incorporating administrative aspects along with an academic approach. • The Alumni Association is to be strengthened. • Remedial coaching for weak students is regularly performed.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Regular Meetings of IQAC Committee	18/06/2016	01/07/2016	27/04/2017	14
2016	Regular Meetings of IQAC Committee	10/10/2016	13/10/2016	27/04/2017	13
2016	Regular Meetings of IQAC Committee	31/12/2016	02/01/2017	27/04/2017	12
2016	Regular Meetings of IQAC Committee	18/04/2017	20/04/2017	15/05/2017	13
2017	Feedback of Students	31/12/2016	25/04/2017	30/04/2017	421
2016	Formation of various Committees	18/06/2016	24/06/2016	25/06/2016	52
2016	Preparation of Academic Calendar	18/06/2016	28/06/2016	29/06/2016	4
2016	Career Guidance	18/06/2016	12/09/2016	12/09/2016	288

2016	Women Empowerment Programme	04/10/2016	05/12/2016	05/12/2016	200
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Induction programme	23/06/2016	25/06/2016	241	312
Women's Legal Awareness	31/12/2016	31/12/2016	200	Nil
Women Empowerment Women Sexual Harassment Protection Council Mehsana	09/01/2017	09/01/2017	276	Nil
Rally on Beti bachao-Beti padhao	03/02/2017	03/02/2017	188	204
Program on Karate training for college girls.	03/10/2016	10/10/2016	306	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Ours is an institution located in the lap of nature with lush greenery. Every year a tree plantation programme in entire campus is organized in collaboration with Forest Department. To manage cleanliness, separate dustbins are placed for wet and dry garbage. Smoking is strictly prohibited in the campus. A separate parking shade for both students and teachers has been erected. The Temple of Goddess Saraswati located in the middle part is encircled with beautiful garden. The entire campus is plastic-free campus. Building construction sunlight is sufficient manner. The college building is constructed with nice ventilation system and space hence sunlight streams through the windows during day sufficiently. Replacements of normal lights with LED lights. No Vehicle Day policy.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Ramp/Rails	Yes	3
Rest Rooms	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	120	120	23/12/2017	3	Happy to Help...Helping Hand	Poor and Needy people of Area	10
2016	10000	10000	17/09/2016	5	Free Service (lemon juice, medicines and Rest Facility) Camp for Pedestrians on Bhadravadi Purnima Festival	Seva Camp for Bhadravadi Pedestrians	100
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus	14/06/2016	The College strives its best to maintain human values and professional ethics at every stage in a transparent manner. Every year a prospectus is published and is provided to students along with the admission form. The prospectus clearly mentions the aims and objectives, rules and regulations, courses offered, teaching faculties, choices of subjects at UG and PG level, Government scholarship schemes, various activities performed, physical facilities as well as institutional achievements in academic, sports, and cultural fields. The detail regarding the institutional standards

		and development is communicated to stakeholders regularly.
Code of Conduct for Staff and Students	17/06/2016	<p>All stakeholders follow the rules of State govt., / University / UGC like bodies. Principal has power to take action for smooth administration. Stakeholders do not complain directly to the management or upper office. Staff and students have prohibited to smoke and chewing tobacco in the campus. They also help to clean the campus. They also do not use mobile except emergency. Staffs want to take higher education during the job they have to take permission of management and higher authorities compulsory. Stakeholders must follow timely change the rules by the management.</p>
CODE OF PROFESSIONAL ETHICS	15/06/2016	<p>The code of conduct is the soul of our institution. The purpose of code of conduct is to ensure and identify what is required and expected. It applies to all members of the college. The institutional code of conduct promotes welfare, dignity and respect of learners, educators, workers and parents. The institution follows the ethics and norms introduced by UGC. The minimum qualifications for appointment of teachers/ academic staff and their role and responsibilities, etc., are executed as per UGC/Government rules and regulation. The workload allotted to teaching and non-teaching staff is executed properly. It has been uploaded on the institute website also. h</p>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
An Independence Day Celebration	15/08/2016	15/08/2016	632
The Republic Day Celebration	26/01/2017	26/01/2017	788
An International Yoga Day	21/06/2016	21/06/2016	1235
World Environment Day	06/05/2016	06/05/2016	398
Communal Harmony (campaign week)	19/11/2016	25/11/2016	566
Gandhi Jayanti	02/10/2016	02/10/2016	477
Teachers' Day	05/09/2016	05/09/2016	845
Umashankr Joshi (Celebrated Poet of Gujarati Literature) Birth Anniversary	21/07/2016	21/07/2016	284
Zaverchand Meghani (National Poet of Gujarati Literature) Birth Anniversary	28/08/2016	28/08/2016	256
International Mother Language Day	21/02/2017	21/02/2017	245

[View File](#)

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

Tree Plantation in the entire campus is carried out every year. Dustbins to collect wet and dry garbage are placed in the campus. Environmental Awareness Programmes are regularly organized. The entire campus is made plastic free zone. Gardening in campus for beautification is maintained. The Banyan, Asopalav, Peepal and Neem trees are grown, especially to control the issue of pollution. The institution has developed a Garden between Arts and science buildings having various types of plants and trees • The institute also planted various trees in the Botanical garden. • Institution observed No Vehicle Day policy as a best practiced for pollution free and dust free campus. Along with No Plastic campaign, Green campus clean campus campaign is also followed by the students and staff members • Tree plantation in campus by NSS and NCC unit.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

- The Prizes to Students by Teachers: Every year we organize prize distribution ceremony for the students who achieved best performance in study, sports, and culture and college activities. Teaching staff individually offers the prizes/trophy to encourage the students scoring highest marks in their subjects in every department.
- Helping Hands.....Happy Help: Educating the mind without

educating the heart is no education at all." So to instill the ethos of moral values principles and to sensitize the students, every year we help the deprived and needy people of our area. We visit many slum dwellers and generously donate woolen clothes, stationery, toiletries, food, medicines and such other day-to-day items, which could give these people a decent living.

These efforts of the college help students realize their social and moral duties and make them more sensitive towards needy who strive hard even to earn the bare essentials of life. • Self Defence Training Programme for Women:

Keeping in view the utmost importance of the safety and security of girl students, every year the college organizes a 'Self Defense Training Programme': Suraksha Setu, Gujarat Government initiative in collaboration with Police Headquarters, Mehsana. Through the on-campus training camps of 15 days each, the girl students get the confidence to handle any such situation if encountered and learn a lot about protection and the importance of moving forward and being on the defense. • Thalassemia Check-Up - Gate Way to Positive Health: It is important for individuals to be aware of their Thalassemia trait status. Therefore, Thalassemia Check-up is organized in order to ensure the awareness regarding the same amongst students. It covers Sickle Cell Anemia Check-up and Thalassemia Check-up. (1)Title of the Practice: Women empowerment

Goal: The Goal of the best practice "Women Empowerment" refers to empowering women with education, employment, decision making, self-defense and better health in view of an equal and just society. The context: Women empowerment is all about giving women the power and control of their lives to become anything they want and to do what they want in situations where they were not allowed once upon a time. It refers to the creation of an environment for women where they can make decisions of their own for their personal benefits as well as for the society. "Women empowerment" and "women equality with men" is a universal issue. Women empowerment is a term that is used to encourage, inspire and celebrate women. It is also used to celebrate the strides that women and girls have taken in terms of gender equality, financial independence and high confidence. The Practice: As it is the need of a society regarding the problems of gender equity and gender discrimination, the institution decided to practice 'Women Empowerment' as its best practice for the academic year-2018-19. It is

decided that the term 'women empowerment should be taken as a holistic development of girls students of the Institution reflecting Vision and Mission of the Institution. Keeping this in mind the various activities regarding women empowerment in the context of society, security, self-esteem, nutrition and psychology various activities regarding girls students have been arranged.

Evidence of Success: The most noticeable thing is that by adopting women empowerment as a best practice, the Collegiate Women Development Cell (CWDC) became very active. All the members of CWDC totally involved with zeal and zest. The girl students of the college came across to various aspects of the development of their personality. All of them took part in each of the activities voluntarily. It is reflected in the active participation of girl students in various curricular and co-curricular activities of the college. The percentage of passing out of girls is also increased in most of the programmes.

Many girl students met personally to the members of CWDC and appreciated the activities organized under the title of this practice. Problems Encountered and

Resources Required: First of all it was very difficult to infuse this concept in the students and faculty members because it is believed that so much have been done in this regard in the society by the Government and NGOs. Apart from that in the succession of various activities relating this practice the education hours must not be disturbed. Likewise the continuation of the activities of this best practice might imbalance the co- curricular and extra-curricular activities. But the planning and organization of this best practice was so well planned that none of the said issues were raised. The institution provided both outdoor and indoor facilities regarding the security Infrastructure, experts and other sources for the success of this practice.

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

<https://kheralucollege.org/best-practices/>

7.3 – Institutional Distinctiveness

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

Our prime objective is to elevate the Student Development Index through excellent education as a whole. Our vision is: through the powerful medium like education, free and develop the remote rural region from economic, social backwardness, to adapt to global change and to create a holistic personality in accordance with Indian culture. We help the students to perform well and build a bright career in accordance with the current structure of education. In order to measure the institutional progress, the continuous evaluation system is performed regularly. We invite suggestions and feedbacks from stakeholders and consider the possible solutions to the queries received. A complaint box is also placed in the porch for the students to register their queries. The committee tries its best to resolve the issues, if any. Along with Academic function, the Career Counseling Cell, N.C.C., and N.S.S. Unit remain active and supportive to shape students' career. Many of our students are benefitting through N.C.C. training and could join Indian Army, B.S.F., C.R.P.F, S.R.P., etc.

Provide the weblink of the institution

<https://kheralucollege.org/institutional-distinctiveness/>

8.Future Plans of Actions for Next Academic Year

- To invite stakeholders associated with industrial sector and area of academic interest to strengthen the IQAC.
- To develop a College APP for maximum use of ICT in teaching-learning and evaluation process.
- To prepare systemic material in accordance with the new syllabus in C.B.C.S. Pattern.
- To facilitate students and faculties for the easy access of study materials, Assignments, research Papers, old papers by e- resources on College Website and College App.
- To introduce short-term skill-oriented courses for students.
- To promote and consolidate research activity.
- To arrange coaching classes for NET, SLET, PH.D. and various competitive Examinations.
- To organize a blood donation camp. To adopt one village every year and offer social services through awareness programmes on addictions, illiteracy, superstition, water management, female feticides, etc.
- To improve further the feedback mechanism.
- To organize experts' lecture for Competitive Exams, Aids Awareness, Women's' Upliftment, Transport Safety and Stress Management.
- To arrange Experts' lecture in each department twice in a term.
- To prepare materials related to their syllabus to get specific material according to their subjects.
- To aware various stakeholders regarding the importance of the feedback for overall quality improvement of the institution.
- To allocate more physical and financial resource to promote research activities.
- To install and make available Wi-Fi facility in the entire campus.
- To make SMS 'service for students' more effective.
- To invite various recruiting agency for campus recruitment drive. To Prepare SSR and complete NAAC Second Cycle accreditation.