Yearly Status Report - 2018-2019

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.K 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 vidyasankul, Near Siddhapur Char Rasta, 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	**state**
Name of the IQAC co-ordinator/Director	**Prof.Dr.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/2022/05/AQAR-YEAR-2017-18.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-Calandar-2018-19.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	**11-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 IQAC	Date & Duration	Number of participants/ beneficiaries
Timely Submission of AISHE Report	01-Apr-2019 5	2
Comprehensive Feedback Mechanism	11-Feb-2019 14	800
Regular Meeting of IQAC	25-Apr-2019 4	32
Preparation of Academic Calender	16-Jun-2018 4	42
Career Guidance	13-Jul-2018 2	245
Women Empowerment Programme	05-Jan-2019 6	233

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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
Institution	UDISHA PLACEMENT	State Government	2018 256	20000
Institution	Saptadhara	State Government	2018 256	20000
Institution	NSS	State Government	2018 256	75000
Institution	Maintenance	State Government	2019 256	785000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
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 Uploaded 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)

Prospectus for Students Academic Calendar Welcome cumOrientation, and Valediction and Felicitation Programmes Guidance and Coaching Classes for Competitive Examinations GPSC,GSSEB,Bank Exam Book Bank Yojana During the year Two lectures and Karate Coaching had organised for women empowerment Youth Cooperative Training course Each department invited expert from outside twice in a year.

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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
Formation of Various Committees	New Committees were formed and all committees worked very well
Academic Calendar	prepared academic calendar for the year
Research Activities	Faculties took part in FDP and publish their research papers in various journals and conferences in
Career Guidance Cell	The Career guidance cell made the students participate in career guidance seminars and Personality development programees conducted in college during the year
ICT in Teaching learning process	Maximum teachers had use ICT in Classroom Teaching
Women empowerment programme	During the year Two expert lectures and a week Karate Coaching had organised for women empowerment
Sports, NSS and NCC events	Various Sports, NCC and NSS events were organised during the year by respective units and prepared students for University, and State and National Level Competitions
Extension Activities	Various extension activities were organised in oue institution during the year
Value Based education programmes	For Value based education an expert lecture organised
NSS Annual Camp	A week Annual camp of NSS organised in village Dalisana
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
College Governing Body Management	19-Jul-2019

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	2019

Date of Submission	01-Apr-2019

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The KNSBL Arts and Commerce College Kheralu makes use of management information system for disseminating the information and for the coordination among the various stakeholders of the institute. Management information system is used at various levels. Module 1 administration: The necessary information is uploaded and communicated to all the stakeholders on the college website www.kheralucollege.org For disseminating information among the staff members of the institute their email accounts are used. Email is used by principal and office bearers to convey the necessary information regarding the various policies, decisions, information and important announcement of the institute. The institute has 40computers with Internet connection and free WiFi facility. Broadband connection is also made available. Biometrics attendance system for all the staff members has been installed by the institute. Module 2 Planning and development: IQAC, administrative section, UGC committee, college development committee, research committee ,etc. committees regularly visit the important websites like the parent University website, UGC and NAAC

website, Director of Higher Education website,etc. for the latest updates in higher education. The institute regularly submits data for National Institutional Ranking Framework ,all India Survey on Higher Education , Annual Quality Assurance report (AQAR,) etc.. Module 3 accounting and Finance: College Management System (CMS)is used by the institute for accounting and financial purposes. In it salary and other payment details of the teaching and non teaching staff of the institute are maintained. It is also used for the maintenance of students scholarship details. Module 4 Student Admission and Support: MIS is used to maintain student enrollment data. Student data is maintained caste wise, subject wise ,course wise, etc. in detail. MIS is also used for admission process of the students, for filling of exam forms, to issue certificates like transfer certificate, Bonafide certificate, etc.. Most of the times the students are notified through email and SMS regarding necessary information. Module 5 Library Automation: The institute library is fully automated. It has SOUL software , online public access catalogue OPAC and N list.

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

As our college is affiliated to Hem.North Gujarat University, Patan, it has to teach the curriculum framed by the University. However, some of our faculty members participate in framing of syllabi as Board of Studies as well as members of syllabus framing committee of the University. Some of the faculty members participate actively in the workshops on revised syllabus and communicated their suggestions on revised syllabus orally. The curriculum focuses on employability, entrepreneurship and skill development. The curriculum is operationalized within the overall framework provided. Academic Calendar is prepared by the college which helps the institution to ensure effective curriculum delivery and the college visualizes the way of the curriculum which has to be carried out. At the same, prospectus of the college provides information about various working committees of the college, the vision, mission and goals, faculties and subjects available in the college. Prospectus also provides information about U.G.C. approved 'Career Oriented Courses', Lead College Activities, Career and Counselling Cell, Personality Development Cell, C.C.T.V. control, No Vehicle Day, Remedial Teaching, Skills and Entrepreneurship Development Cell, Cycle -Bank, Commerce Lab, Future plans of the college, instructions about admission rules and regulations, Fee

structure, significant features of the college etc. The teachers maintain 'Academic Diary'. The format of the diary contains individual Time-Table, Annual Teaching Plan, list of Textbooks and Reference books, Class –wise and Subject-wise teaching/practical plan, lectures or teaching duties according to U.G.C. Norms, Examination related work, Co-curricular, Extension and Professional development related activities; Research and Academic Contributions and Awards/Certificates won by teachers are maintained. Besides, our college conducts seminars, orals, unit tests for internal evaluation and semester examinations according to the schedule provided by University. Heads of Departments conduct Departmental meetings. They maintain proceedings of the meetings. Accordingly, they plan about teaching and conducting various activities by the Departments. Besides, two meetings of teaching and non-teaching staff are conducted. In meetings, Principal takes review of all the aspects of teaching and extracurricular activities and provides valuable guidance and instructions. Meetings of College Development Committee are organized twice in an academic year. In the meetings, the management takes review of all the activities conducted in the college. The information is provided to the Management about the activities undertaken during the academic year. The management extends its support and guidance to implement the activities effectively and successfully. In this way, our institution ensures effective curriculum delivery through a well-planned and documented process.

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
Youth Cooperative Training	NA	15/06/2018	7	Cooperative Sector	Operative Management

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NA	Nill
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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	Gujarati, English, Economics, Sociology, History	15/06/2018
MA	English, Gujarati	15/06/2018
BCom	Accountancy	15/06/2018

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

	Certificate	Diploma Course
Number of Students	62	0

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

Life In Bhagvad Gita	15/06/2018	77

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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	Sociology	126

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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
Feedback on curriculum is planned on two levels student's feedback and parent's feedback. The faculty members collect feedback from students and parents. The Feedback Committee prepares the parameters after brainstorming and a comprehensive feedback for students and parents is framed. The parameters selected are related to curriculum. All the aspects relevant to curriculum such as the scope of syllabus, its practical use, difficulty level, relevance to job market are evaluated. Moreover, at Institutional level, timely and effective delivery of curriculum, availability of adequate teaching learning resources, cocurricular activities to strengthen the teaching learning process etc. are evaluated. For parents, the feedback parameters are framed seeking the opinion of parents regarding ICT learning resources, library, infrastructure, internal evaluation pattern and suggestions for future development. The feedback is collected offline and online. Feedback forms are distributed to students and parents. After obtaining feedback, it is scrutinized and analyzed. The weak points and strong points are enlisted. Similarly, the opinions and suggestions of parents and students are also taken into consideration. The faculty members put forth the points before the higher authority and IQAC for further discussion and action. IQAC, while preparing Action Plan considers the suggestions of parents and students. The suggestions for quality enhancement are included in the Action Plan and further in the course of time, sincere efforts are taken to implement them to achieve quality education. This feedback system provides students and parents a platform to express their views and opinions. Ideas are received for academic improvisation. Students and parents get aware about curriculum revision and its significance. It motivates stakeholders to think about educational changes and active participation in the process. Teacher's feedback: The curriculum of affiliated colleges is framed at University level by Board of Studies of various courses. The draft of newly framed syllabus is made available on the Website of University for the perusal of the faculty members. After studying the draft closely, if the faculty member disapproves or finds anything impracticable or obsolete or dissatisfactory, he gives feedback to concerned BOS. The BOS member rethinks about the draft. Then, if necessary, modifications are made and then the curriculum draft is finalized. Teacher's feedback about curriculum plays a vital role in syllabus

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
BA	Gujarati, English, Economics, Sociology, History	1080	908	908
MA	Gujarati, English	180	68	68
BCom	Accountancy	130	85	85
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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
2018	2206	123	18	0	6

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	Numberof smart classrooms	E-resources and techniques used
22	16	16	16	16	16
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)

The students are rural bound and from village area. The general awareness levels of these students are comparatively less. The faculty members are assigned with the responsibility of counseling and mentoring. The mentor mentee assignment is put into practice immediately after the admission process is over. Each mentor is allocated near about 45 students (mentee).The mentor is serving as an extended parent for the students. The mentor is in close contact with the mentee. They guide them with their studies and extracurricular activities. They listen student's information like their personal details, hobbies, strength, weakness and academic performance etc in the 12th standard. After listening all necessary information, Mentors guide and counsel to the students as per their need. Mentors seek guidance from the authorities when required and also communicate with fellow faculties regarding mentee's strength and weakness so as to make them develop their area of interest by participating in various academic, curricular and extracurricular activities conducted by the college. The mentor mentee relationship goes beyond the realm of only curriculum and syllabus and also encompasses the personal lives of the students. Through the discussions with various faculties, it is understood that this process helps to solve problems of the students both inside and outside the classroom. Every student is mentored when needed on various topics through personal interest shown in their welfare. The participation of mentee in various

activities empowers them and inculcates value of self worth and responsibility. The students have shown much excitement and enthusiasm in engaging with the larger community, where the college has also extended its resources. Thus, the institution has a healthy environment for free dialogues between the teachers and the students. The close bonding between mentor and mentee also gets developed through a variety of works and activities in different programs like Independence Day, The Republic Day, various functions related to national heroes, debates, seminars, exhibitions, wallpapers, magazines, educational tours, industrial visit, workshops, competitions like poster presentation, flower decoration, quiz, essay writing, elocution, poetry reading etc. The main objective and focus of this program is to build self confidence and to create a good Indian citizen: • It helps each student in taking right decision for their academic and personal growth. • In addition, counselling and mentoring will help to boost students' morale and improve their learning abilities. • Each counsellor is responsible for guiding about 45students of a class. • The faculties listen to their problems both academic and personal which hinder their learning abilities. • The Mentors are appointed to meet the needs of the slow and advanced learners. Mentoring Activities: • College conducted induction program for 1st year students on the following topics – Introduction of college Various activities being conducted by the college and faculties Examination pattern Career Opportunities Health and Stress Management • Arts and Commerce faculty teacher guides 2nd and 3rd year students about specialized Subjects during their curriculum and career opportunities related to those subjects.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2329	24	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	13	5	0	10

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
2018	NA	Nill	NA
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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 /2018	27/03/2019	15/05/2019
BCom	B COM	SEM VI/ 2018	27/03/2019	27/04/2019
MA	M A	M A / 2018	12/04/2019	28/05/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Assessment of performance is a key part of teaching and learning process. The Internal Examination Committee is prepared to take care of CIE. Students are made aware of the evaluation process through Academic Calendar with CIE dates at the beginning of the college. It is displayed on the Notice Board and

informed to the students. After seeing the performance of the student, the Principal gives necessary feedback to the concerned faculty members. The Principal conducts department wise meetings to give necessary feedback for the improvement of student's performance. Whenever necessary the faculty shall recommend the visit of the parent to the college for a discussion about the student's performance. The senior faculty members appointed by the University act as the member of Board of Studies suggest evaluation reforms and discuss any discrepancy in the passing board meeting. The students are informed of the reappearing, recounting, revaluation scheme available to them. Retotaling is permitted for students who apply for it within the stipulated time on payment of prescribed fees. Revaluation is permitted only for the papers written in regular examinations and not for rehearsal examinations. External examinations of two and half hours duration are conducted at the end of every semester for all theory papers .The students should satisfy the eligibility criteria of 80 attendance in each semester to appear for University Examination. To make the students aware of semester exams, midterm semester exam is conducted. The midterm examinations help learners to update their knowledge and help them to catch up with their peers.

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

Our institution has its own academic calendar. At the beginning of the academic year, students are instructed about the academic calendar relevant to the internal, midterm, practical examinations conducted in the college. The academic calendar contains the relevant information regarding the teaching learning schedule, various activities, tentative dates of internal examinations, seminars, examinations etc. The arrangement of internal examination for all Semesters is done by Internal College Examination Committee. Our college is punctual to conduct the internal examinations. Assessment method is used to monitor and measure learning after teaching. Assessment and performance of student's learning is done using with midterm examinations, assignments, projects, unit tests, practical examinations etc. which are conducted in the first and second semester as per the schedule. After the assessment of midterm examinations, answer papers are returned to the students for their keen observations to understand their mistakes. They are directed properly as per the performance by the subject teachers. All the answer papers are collected by faculty after the minute observation of the students. In the first and second term of the academic year, midterm examinations are taken. It helps the students how to write proper answers in the university examinations and it helps to uplift students' overall academic performance. It helps in enhancing the result of the college. In short, the practice of midterm examinations prepares the students confident enough to face the semester examinations conducted by the university. Thus, the academic calendar of the college plays vital role in creating awareness regarding examinations and other activities..

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)

https://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	Number of students passed in final year examination	Pass Percentage

			examination		
B A SEM VI	BA	GUJARATI /ENGLISH / ECONOMICS / HISTORY / SOCIOLOGY	476	346	72.68
B COM SEM VI	BCom	ACCOUNTANCY	86	62	72.9
M A	MA	ENGLISH / GUJARATI	52	40	76.92

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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/2022/05/FEEDBACK-ANALYSISC-2018-19.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
Students Research Projects (Other than compulsory by the University)	2	N A	0	0

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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
N A	N A	

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
N A	N A	N A	Nill	N A

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
1	3	4

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

Name of the Department	Number of PhD's Awarded
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	9	0
International	ECONOMICS	1	0
National	SANSKRIT	1	0

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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
ENGLISH	2
SANSKRIT	1

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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
NA	NA	NA	Nill	0	NA	0

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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
NA	NA	NA	Nill	0	0	NA

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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	9	6	2
Presented papers	1	6	0	0
Resource persons	1	0	0	0

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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
Thalassemia	NSS and Red Cross Society	15	426
Social Service- Special Camp	N S S	4	100
International Yoga Day	N S S / N C C	20	478
Cleanliness Drive	N S S / N C C	14	267
Celebration of Rakshabandhan	N S S / N C C	9	465
World Environment Day	N S S / N C C	8	241
Women Empowerment Programme	CWDC and Gujarat State Women Security Council	5	285
Tree Plantation	N S S / N C C	6	80
KARGIL VIJAY DIWAS	N S S / N C C	6	213
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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
N S S	Certificate of Recognition	Dalisana Gram Panchayat	50
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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 activites	Number of students participated in such activites
Swachh Bharat	N S S	Awareness about Cleanliness and Health	9	396
Anti -Tobacco Day program	District Panchayat Health Department Mehsana	Awareness regarding Evil Effects of Tobacco to Health	6	586
Voters Awareness Pledge	Government of Gujarat	Voters Awareness	5	644

Aids Awareness	Red Cross Society / RED RIBBON CLUB	Aids Awareness Programme	4	205
Women's Legal Awareness	Bar Council of Kheralu / CWDC	Legal Guidance	4	345
Women Empowerment Programme	Women Sexual Harassment Protection Council, Mehsana / CWDC	Anti - Sexual Harassment Guidance	5	335

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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
Visit to Milk Chilling Centre for Understanding of Cooperative Society	70	Institutional	1
C C MAHILA AND C N COMMERCE COLLEGE VISNAGAR	65	Institutional	1

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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
Exposure to Industry requirements	Interaction	MILK CHILLING CENTRE KHERALU	20/08/2018	25/08/2018	70

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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
C C MAHILA AND C N COMMERCE COLLEGE VISNAGAR	04/09/2017	Academic	65

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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
2550000	2539820

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
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	Existing

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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 patially)	Version	Year of automation
SOUL 2.0	Partially	2.0.012	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6205	51805617	320	36770	6525	51842387

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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
NA	NA	NA	Nill

No file uploaded.

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
Existin	46	1	10	4	1	4	4	100	0

g								
Added	2	0	0	0	0	0	0	100	0
Total	48	1	10	4	1	4	4	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
UGC NETWORK RESOURCE CENTRE	https://www.youtube.com/@TheKNSBLArtsCommerceCollegeKhe/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 incurredon maintenance of physical facilites
No Data Entered/Not Applicable !!!			

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)

Our policies and procedures for maintaining and utilizing our assets stem from the basic philosophy that the asset is useful if it is maintained properly, and it is up to us to make sure it is in usable condition – or to take action. (1) We first created a List of the Facilities that the College was having, and then the Register of all the Assets and Equipment in the College, normally known as the Dead Stock Register. This had to be done as the old one was worn out. (2) All equipment and assets were classified with the respective Facilities or Units of the College. (3) Then this Register was updated and verified physically. (4) Any discrepancies were resolved. Some items had been lent out to other institutions and were brought back. A few items could not be traced, and were finally marked as "Missing" in the Register. (5) From these, separate lists were made about the maintenance needs of the assets, and respective Maintenance Schedules were drawn up. (6) Then a Maintenance Calendar was drawn up, which gives advance warning of the upcoming maintenance needs of the different equipment, assets and facilities, so that the needs can be addressed as Preventive Maintenance. This helps us in three ways: (i) it minimises the chance of accidents, harm and damage (ii) it minimises the repairs cost (iii) it makes the equipment available for a longer time (the "uptime") (iv) it prolongs the life of the asset. (7) Things do break down unexpectedly. So, over and above the Maintenance Calendar, all people concerned with any assets, or when they use any equipment, are trained to give the object a look-over whenever they use it, preferably before using it as well as after the use, before packing it for storage. Any potential damage seen at this stage is reported to the concerned person, who is empowered to act on this immediately, further minimizing the chances of breakdown, and consequent harm, damages or disruption. (8) Any asset not usable for a period pending repairs is labeled so very prominently, or with a clear warning for its use, so that it may not harm the user, and further damage may be avoided. (9) Finally, if the asset is found repairable, it is removed from the regular facilities, and disposed off as and when appropriate. There is a process specified for this

also, depending on the Disposal Process specified by the manufacturer.

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	Poor Student Vidhyarthi Kalyan Nidhi	15	43000
Financial Support from Other Sources			
a) National	OBC/SC/ST/Minorities/Handicapped SCHOLARSHIP by Government	1610	5212500
b)International	NA	0	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 implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	17/12/2018	357	Institution / Local
Tour to Nadabet Indo-Pak Boarder visit	05/10/2018	55	Institution / Local
Women Empowerment	11/01/2019	344	Women Sexual Harassment Protection Council, Mehsana and Bar Council Of Kheralu
Yoga	21/06/2018	465	Brahmakumaries/ local Yoga Team of College
Red Ribbon Club	21/01/2019	87	Red Ribbon Club Mehsana
Youth Cooperative Training Course	06/08/2018	72	Gujarat State Cooperative Union, Ahmedabad
Tree Plantation	22/08/2018	144	Forest Department and NSS
Bridge Course in Main Subjects--English, Economics, Gujarati, Commerce	03/07/2018	502	Institution
Personal Counselling and	16/07/2018	182	Institution / Local

Mentoring					

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 passedin the comp. exam	Number of studentsp placed
2018	NET/SET Crash Course	22	22	0	0
2019	Coaching Class for Entry into Service for SC/ST/OBC/Mi norities	322	322	0	0
2018	Competitive Examination Preparation	59	59	0	0
2019	Career Counselling Seminar	184	184	0	0

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	4

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
00	0	0	GOVT OF GUJARAT EDUCATION DEPARTMENT	138	0

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	407	B A	English,	The K N S	M A

2018	83	B COM	COMMERCE	C.N. COMMERECE COLLEGE, VISNAGAR	M COM

Economics, history,Sociology Gujarati / B L ARTS Commerce college kheralu (appear in first row partial at top)

[View File](#)

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	5

No file uploaded.

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

Activity	Level	Number of Participants
Cultural - Saptdhara	Institutional Level	126
Song Solo - Solo Character Acting - Skit - Group Song - Mime - Religious Song (Bhajans) - Eloquence Competition - Essay Competition - Rangoli - painting	Inter College-University Level	45
Yad Karo Kurbani 15 days celebration - Eloquence - Esaay - Rangoli - Painting	Institutional Level	27
Sports- Cross Country - Ball Badminton - Athletics - Yoga	Inter College-University Level	92
Community Social Service- Cleanliness in Village	Institutional Level	87
ESSAY COMPETITION	Intitutional	10
POETRY RECITATION	Intitutional	14
ELOCUTION COMPETITION	Intitutional	14
DANCE COMPETITION	Intitutional	19
PATRIOTIC SONG	Intitutional	12

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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
2018	Kabaddi	National	1	Nill	BA040172	

| | | | | | | 0530 | CHAUDHARI NIRMAL BABUBHAI THAKOR RAHULKUMAR RANGUJI CHAUHAN MEHULSINH SURESHJI CHAUHAN VISHAL GIRISHBHAI THAKOR DHARAMSINH RANGUSINH CHAUDHARI NAYANKUMAR DALSANGBHAI CHAUDHARI HARDIK CHELABHAI CHAUDHARI ALPESHKUMAR PARTHIBHAI CHAUDHARI PRAKASHKUMAR B |

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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)

The institution has a College Student Vartul, Association, since its inception and it has been actively engaged in the academic and extracurricular activity of the institution. It has creative and vital representation in various committees related to academics and extracurricular activity. The class representatives and office bearers of the Association are the ranker students of each class elected. They are enthusiastically involved in all the activities of the institution and get their problems immediately and unhesitatingly resolved. The stake holders have successfully converted the Association a very significant platform by realizing the mission and vision of the institution. It is a matter of pride to state that all the academic and administrative activities are very much student friendly. Moreover, it is acting as a link connecting both the classrooms and the society. The Association has been an integral part of the regular academic and administrative decisions through the students participation as follows 1.Sports and Cultural Events All the students through their representatives participate in the meetings and their opinion are carried out in the conduct of the said all events of the institution. 2.College Development Committee As per the departmental instructions, it is very important to highlight that a student member of the CDC has all rights to have a word in its meetings related to the developmental activities of the institution. 3. IQAC Students are the member of IQAC of the institute they are free to put student, Academic and administrative related problems in the meeting.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?
No

5.4.2 – No. of enrolled Alumni:
88

5.4.3 – Alumni contribution during the year (in Rupees) :
2000

5.4.4 – Meetings/activities organized by Alumni Association :
Meeting 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)

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 today 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 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. 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, Faculty In charges, HODs, Administrative Coordinator and the various committees implement the plans and policies together. The staff members participating in execution of the institutional activities are motivated and good work is appreciated by 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, Admission Committee ,Time-Table Committee, Library Committee, Grievance Redressal Committee ,Cultural Committee, Sports Committee, Examination Committee Finance Committee, Research Committee, Saptdhara, Career Guidance Centre Women Development Cell, NSS, NCC, etc.

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
Teaching and Learning	Institute have sufficient staff in all the subjects and they are well experience. We have LCD in the needed class room so teacher use it to batter convey. Most of the teacher use ICT in their learning process and The teaching staff will prepare the semester wise teaching plan and time table before the semester commences for systematic, effective and efficient teaching. Faculty members are encouraged to attend faculty developing programmes outside the college conducted by other institutions to enhance the quality of teaching. The faculty members are encouraged to organize and participate in conferences/ seminar/workshop.
Examination and Evaluation	Institute organise one internal exam during the each semester. Rest of internal exam faculty of each subject take test during class for continues assessment.
Research and Development	IQAC and research committee continues encourage PG students and staff to do research.
Library, ICT and Physical Infrastructure / Instrumentation	Institute always excited to added books, ICT equipments, physical and academic infrastructure. Ever year institute ask faculty of all the department for their requirements and according to grant committee and principal take decision to alot the grant.
Human Resource Management	Our management and principal always take care to manage human resources and Motivate academic and administrative staff to participate in training and seminars. Care is taken to maintain cohesive environments.
Industry Interaction / Collaboration	The IQAC of the Institute encourages its faculty and students to interact with industry in all possible ways with the spirit of deriving mutual benefit.
Admission of Students	Admission committee of the college prepares norms as well as cut of marks regarding admission of the students for each academic session. However, being a government institution and as per the directives of affiliating university there are no checks at entry level. All Govt. Rules and regulations of reservation (SC/ ST/ OBC/ and others) are taken into consideration.

Curriculum Development	Curriculum development is not a part of institute because we are the affiliated with HNGU, Patan but more their 4 faculties are the member of BOS and they play their role in to Curriculum development and others are giving their view regarding it.

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

E-governace area	Details
Planning and Development	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.
Administration	Institutional administrative office is fully atomized and all the process is doing in Office Management Software
Finance and Accounts	All financial and Account are maintain in tally ERP.9 software.
Student Admission and Support	Though, the process of Admission is carried out byoffline mode. The admission forms and prospectus are also made available onthe 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	Filling of examination forms, obtaining hall tickets, uploading of marks, etc. everything has to be done in online manner. Examination coordinator needs to supervise the entire process of examination under the guidance of the principal of the

	college. Regular updates of Students Internal Performance to be maintained. and The examinations related tasks are computerized.All the data to conduct exams and administrative activities are managedthrough 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 theuniversity 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
2018	DR. B. H. CHAUDHARI	Indo-Hungarian Education	Indo-Hungarian Education	3000
2018	Prof. B H CHAUDHARI	Bhartiya Natya Sahitya	Bhartiya Natya Sahitya	850
2018	Prof. b H Chaudhari	Impact of Gandhian Philosophy on Life and Literature	Impact of Gandhian Philosophy on Life and Literature	1000
2018	Prof.H J Patel	Impact of Gandhian Philosophy on Life and Literature	Impact of Gandhian Philosophy on Life and Literature	1000
2018	Prof. M B PATEL	Bharatiya Natya Sahitya	Bharatiya Natya Sahitya	850
2019	Prof. R K PATEL	Premchand ki Prasangikata	Premchand ki Prasangikata	1000
2019	Prof.R K Patelm	Ramayan-Mahabharat and Purans on Indian Literature	Ramayan-Mahabharat and Purans on Indian Literature	1000
Nill	Prof. H B Chaudhari	Socio-economic Development of India:	Socio-economic Development of India:	1200

Nill	Prof. B K Chaudhari	Socio-economic Development of India: Requirements and Reality	Socio-economic Development of India: Requirements and Reality	1200

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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)
2018	Training Workshop	Training Workshop	11/03/2019	16/03/2019	24	10

No file uploaded.

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
Faculty Development Programmes	2	27/05/2019	02/06/2019	6

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
17	17	12	12

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
•Different types of Leaves, as per Central/State Govt. Pattern • T.A. D.A. towards official tours • Payment of deposit-linked insurance scheme to the family of the employee who dies while in service • Encashment of half- pay commuted leaves at retirement, as per rules • Reimbursement of	• Different types of Leaves, as per Central/State Govt. Pattern • T.A. D.A. towards official tours • Payment of deposit-linked insurance scheme to the family of the employee who dies while in service • Encashment of credit balance of earned leaves at the time of retirement • Encashment of half pay	• 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. The college provides scholarships to the students from its Poor Students' Help Fund. It is given to students who

Registration fees for attending Conferences/ Seminars, etc. U.G.Cs Career Advancement Benefits of Senior Scale and Selection/Readers scale to teachers • LTC facility, as per rules • G.P.F. Advance and withdrawal facilities, as per Rules • Prompt payment of central D.A. rises. • Pay Commissions or U.G.C. scales • Retirement benefits like Gratuity, G.P.F. with interest, Commuted Pension, Earned leave encashment and Family Pension	commuted leaves at retirement, as per rules • Payment of bonus to nongazette staff • Reimbursement of Registration fees for attending Conferences/ Seminars, etc • Medical reimbursement and other medical facilities in Government or private hospitals, as per rules • Government Quarters Washing allowance (for class 'IV') • LTC facility, as per rules • G.P.F. Advance and withdrawal facilities, as per Rules • Prompt payment of central D.A. rises. • Pay Commissions State Level's Scale. Retirement benefits like Gratuity, G.P.F. with interest, Commuted Pension, Earned leave encashment and Family Pension .	do not have means to study and come from oppressed/dispossessed backgrounds. The Management helps such students in paying their educational costs. The college, however, acts as a facilitator to obtain for our students scholarships / free ships from different sources. In addition to theseschemes, the college also conducts medical and health check-ups regularly. All sorts of technological support are provided to the students by the college. All the infrastructural facilities are available to make their stay in the college comfortable. The campus is well guarded by security personnel. • Scholarship from Govt. for SC/ST/OBC/Differently abled students.

6.4 – Financial Management and Resource Mobilization

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

The Institution conducts internal and external financial audits regularly. Grants received from UGC are regularly audited by registered auditors and the utilization certificate and statement of expenditures as per prescribed formats, are submitted to the respective bodies in due time. The grants received by the state government are audited by the Audit and Accounts Section of the office of the Principal Accountant General, Government of Gujarat. They conduct detailed audit of all accounts periodically. Major objections and its compliance to the same are being done properly.

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
BANK OF BARODA FOR TREE PLANTATION, LATE PRO.KAMALESHBHAI PATEL FOR PRIZE FUND,BANK OF BARODA FOR HINDI DAY CELEBRATION	46500	Tree Plantation, Prize Distribution and celebration of Hindi Day
[View File](#)		

6.4.3 – Total corpus fund generated

240000

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	N A	Yes	IQAC AND Managing Committee of Kheralu Taluka Uttar Vibhag Kelavani Mandal
Administrative	Yes	HIGHER EDUCATION DEPARTMENT , GOVT OF GUJARAT and AND C. A. Appointed by Managing Committee	Yes	Purchasing Committee and Management Board and Management appointed CA

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 feedback 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. • Feedback 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 college obtains feedback from stakeholders (students, parent, alumni, employers) seeking suggestions of how to improve the performance and quality of the institutional provisions curriculum through the Google form. The college prepares Academic and Administrative calendars at the onset of the session with the objective of bringing an integration of the academic and administrative activities. The Academic calendar helps in making the students, parents and faculty members aware of the evaluation processes, seminars, excursions and other academic and co-curricular activities in the college. The college library has been upgraded. The library has been digitized using integrated library management Software – SOUL.

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
2018	IQAC MEETING	10/06/2018	15/06/2018	27/05/2019	14
2018	IQAC MEETING	30/11/2018	01/12/2018	27/05/2019	13
2019	IQAC MEETING	10/01/2019	15/01/2019	14/06/2019	14
2019	IQAC MEETING	18/04/2019	20/04/2019	14/06/2019	13
2018	Result Analysis	10/06/2018	27/08/2018	27/08/2018	8
2018	Remedial Coaching	30/12/2018	17/12/2018	25/12/2018	522
2018	Career Guidance	10/06/2018	17/08/2018	18/08/2018	258
2019	Women Empowerment Programme	10/06/2018	07/01/2019	07/01/2019	328
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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	18/06/2018	20/06/2018	204	387
Women Empowerment Women Sexual Harassment Protection Council Mehsana	07/01/2019	07/01/2019	442	0
Program on Karate training for college girls.	09/07/2018	14/07/2018	341	0
International Women's Day Celebration	08/03/2019	08/03/2019	328	0
Rally on Red	04/02/2019	04/02/2019	132	89

Ribbon for Aids Awareness					

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. The institution has hired the services of a full-time plumber to ensure that there is no water leakage and repair work is carried out in time • The waste water of the cooler and RO plant is disposed at the garden beds to water the plants.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	Yes	3
Ramp/Rails	Yes	2
Rest Rooms	Yes	1
Any other similar facility	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
2018	1	1	29/06/2018	1	Motivation Speech	Save Girl Chaild	157
2019	1	1	25/01/2019	1	Natinal Voters Day	voter awareness	208
2018	1	1	01/10/2018	1	Womens Health Awareness	Health awareness	233
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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)
Code of conduct for	15/06/2018	All stakeholders follow

staff and students			the roles 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 roles by the management.
Prospectus	12/06/2018		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 PROFESSIONAL ETHICS	15/06/2018		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 : https://kheralucollege.org/code-of-conduct/

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
An Independence Day Celebration	15/08/2018	15/08/2018	448
The Republic Day Celebration	26/01/2019	26/01/2019	611
An International Yoga Day	21/06/2018	21/06/2018	701
World Environment Day	05/06/2018	05/06/2018	233
Communal Harmony (campaign week)	19/11/2018	24/11/2018	332
Gandhi Jayanti	02/10/2018	02/10/2018	366
International Mother Language Day	21/02/2019	21/02/2019	245
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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 batter 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 extracurricular 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

The vision and Mission of the Institution is reflected in the holistic developments of students' in the entire sphere of academic regarding cocurricular and extra-curricular activities. • Focus on Student-centric teaching and learning process • Students got various ranks in various cultural activities of youth festival organized by Hemchandrachrya North Gujarat University Patan. • Got championship and runners up in various sports competitions organized by Hemchandracharya North Gujarat University Paten • Participation of students in the social and extension activities of NSS. • More than 15 students cleared NCC 'C' Certificate examination • Active participation of girl students in gender equity programmes and in the activities of CWDC. The college thus offers a golden opportunity to its own students in whatever way it can, thus paving a way for a better tomorrow for them. • Provide platform to the students to bring out their hidden talent through various activities.

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.