



Yearly Status Report - 2019-2020

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		Dr.Babubhai J Chaudhari
Designation		Principal
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 Siddhapur Char Rasta, Ambaji Highway, 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. Bhagavanbhai H Chaudhari																		
Phone no/Alternate Phone no.	02761231096																		
Mobile no.	9979415339																		
Registered Email	bhchaudhari28@gmail.com																		
Alternate Email	kheralucollege@gmail.com																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	https://kheralucollege.org/wp-content/uploads/2024/02/AQAR-Report-2018-19.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-2019-20.pdf																		
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B+</td> <td>2.29</td> <td>2009</td> <td>08-Mar-2009</td> <td>07-Mar-2014</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B+	2.29	2009	08-Mar-2009	07-Mar-2014
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
IQAC Meeting	25-Jun-2019 1	13
IQAC Meeting	19-Oct-2019 1	13
IQAC Meeting	28-Dec-2019 1	12
IQAC Meeting	15-Apr-2020 1	12

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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	2019 250	20000
Institution	Saptadhara	State Government	2019 250	20000
Institution	NSS	State Government	2020 250	75000
Institution	Maintenance	State Government	2020 250	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 Result analysis Academic Calendar Introduced Certificate course on Soft Skills and Personality Development Welcome cum Orientation, and Valediction and Felicitation Programmes Youth Cooperative Training course Academic and Administrative Audit conducted by Committee appointed by Management. Organized National Seminar in English, Gujarati, Sanskrit Expert Lecture MOU with Near Institution MOU with Alka Hospital Kheralu

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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	Achievements/Outcomes
Formation of various committees	New committees were formed and all committees worked very well.
Preparation of academic calendar for the year 2019-20	prepared academic calendar for the year
To evaluate results of the college	College results were evaluated and Principal arranged meetings with each departments and suggested various measures to improve results.
To promote and consolidate research activity	Faculties took part in FDP and publish their research papers in various journals and conferences.
Bridge course	Department of English, Economics, History, Gujarati and Sociology bridge courses conducted.
To strengthen the Career Guidance Cell	The Career Guidance Cell made the students participate in career guidance and personality development programs in the college.
Use of ICT in teaching learning process	Maximum teachers had used ICT in classroom teaching.
To arrange women empowerment programme	During the year Two lectures and Karate Coaching had organised for women empowerment
To continue certificate / add on courses	Certificate / add on courses on Communication Skills in English, Life with Bhagvad Gita, Youth Cooperative Training courses were continued in 2019-20
Academic and Administrative Audit	Academic and Administrative Audit conducted by Committee appointed by Management.

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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="118 226 796 275" style="text-align: center;">Name of Statutory Body</th> <th data-bbox="796 226 1476 275" style="text-align: center;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td data-bbox="118 275 796 360" style="text-align: center;">Governing Body Of Institution- Management</td> <td data-bbox="796 275 1476 360" style="text-align: center;">20-Aug-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body Of Institution- Management	20-Aug-2020
Name of Statutory Body	Meeting Date				
Governing Body Of Institution- Management	20-Aug-2020				
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	2020				
Date of Submission	30-Jul-2020				
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)	<p>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 40 computers 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</p>				

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

The KNSBL Arts & Commerce College, Kheralu 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. Accordingly, this institution has created and maintained an inspiring atmosphere in the campus to support the effective delivery of all components of the curriculum like teaching, learning, assessment and resource in its core function of teaching at the class room level. At the macro level, the curriculum of teaching here aims to equip students with firstly, deeper knowledge in their core subjects, necessary skills and moral values in their personal life and meaningful participation in the society as responsible citizens of the country; secondly, pursuance of higher education and thirdly; transition from students to valuable human resources. At the micro level, the mission of the curriculum and its teaching is set to develop in each student, the critical and creative thinking, evaluative ability, communicative skills, team spirit, inventive and innovative attitude and aptitude in all programs. In order to achieve the realization of the above said aims and mission of effective curriculum delivery, all the

teachers in general are sent for trainings like orientation programs, refresher courses, short term courses, seminars, conferences and workshops. The teachers focus on a par with the learners, the content and the society. With their expertise, the trained teachers employ effective teaching methods to accommodate diverse learners and multiple intelligences, understand the curriculum thoroughly at the conceptual level. Consequently, they collect and use the appropriate and updated materials, digital resources, charts and posters, audio visual aids, multimedia and other ICT instruments in their classroom teaching. The teachers, firstly, supervise the learning progress of the students, secondly, they bridge the gaps and divides developed in learning of the students in the class due to their socio cultural and economic issues rural and urban, poor and rich, gender discriminations, social stigmas and thirdly, resolve the problems of poor learning, absenteeism, by providing them with counseling. In the monitoring and evaluative process of the curriculum, written tests twice a semester, assignments, projects, seminars and viva voce are being conducted for all the students towards their internal assessment. To sum up, as for the effective curriculum delivery, the teachers are the true critical internal role players implementing, assessing and imparting quality education to the students. The curriculum categorically identifies the outcomes of the learning, standards and competences of the students and helps build a solid foundation to support learning in their current and higher level of studies.

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
Soft Skills and Personality Development	Nil	28/06/2019	30	The course aims to cause a basic awareness about the significance of soft skills in professional and inter-personal communications and facilitate an all-round development of personality.	Soft skills comprise pleasant and appealing personality traits as self-confidence, positive attitude, emotional intelligence, social grace, flexibility, friendliness and effective communication skills.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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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	15/06/2019
BCom	ACCOUNTANCY	15/06/2019
MA	ENGLISH / GUJARATI	15/06/2019

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

	Certificate	Diploma Course
Number of Students	40	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
13	15/06/2019	3635
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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	ENGLISH / GUJARATI / ECONOMICS / SOCIOLOGY / HISTORY	3286
BCom	COMMERCE	553
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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	Yes
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>Institution has its own website and regularly upgraded during current year. we collect feedback online from our students, teachers, alumni and parents regarding syllabus. We prepared separate questioner for each of the stakeholders. The questions for syllabus are as below learning value In term of skills/concepts/knowledge/analytical/abilities. Applicability / relevance to real life situations. Depth of the course content. Extent of coverage of course. Availability of study materials. Reference and text book Level of course on the basis of understanding. Usefulness of course in career building. Overall rating. IQAC, Principal and faculty member motivate students to fill feedback. According to above mention question all stakeholders put their view against it. First we collect feedback and analyzed it. Our feedback analysis</p>

committee analyzed all feedback and prepared a conclusion of each feedback question. They also find out lacuna of syllabus and put it again IQAC. 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.

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	ENGLISH / GUJARATI / ECONOMICS / SOCIOLOGY / HISTORY	1030	1030	1067
BCom	ACCOUNTANCY	130	82	82
MA	ENGLISH / GUJARATI	240	117	117

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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
2019	2593	178	22	0	9

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	22	16	16	0	12

[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)

Unique arrangements have been made for mentoring of students in the institute. At the beginning of the year, each Mentor Faculty is allotted a group of approximately 50 to 70 students by the Principal of the Institute. In each group, one senior boy and one senior girl are appointed as assistant mentors. The Principal provides information about the Faculty Mentor, Assistant Mentor and the group of students through notification at the beginning of the year. The student of the group can meet 24x7 to the professor mentor of the group through the assistant mentor for his academic, social and mental problems. In this special system most of the study problems

are solved by the assistant mentors while the rest of the problems are solved by the faculty Mentor. Only a few serious questions come to the principal for redressal. Each groups maintain their mentoring data throughout the year and submit it at the end of the academic year to the IQAC. This system of organization is run successfully.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2593	22	1:118

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
2020	Dr.Hiralben Patel	Lecturer	Village Panchayat, Gothda Ta.Satlasana
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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	B A SEM 6	23/04/2020	09/10/2020
BCom	B COM	B COM SEM 6	23/04/2020	01/10/2020
MA	M A	M A SEM 4	23/04/2020	01/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

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

the IQAC and it is confirmed after discussion in the meeting of Examination Committee. • Examination committee prepares the unit tests timetables. They are displayed on the notice boards, College Face book Page and college android App very much in advance to help the students in making a plan for exam preparation. The date for the submission of internal marks is decided. • The Exam Committee monitors the implementation and frequency of continuous assessment methods. The periodic instructions issued by the university are communicated to the students. • In CIE, Internal evaluation of UG and PG programmes are done on the basis of four important criteria - attendance/project/seminar//book review (5 MARKS), assignments (10 Marks) and two internal unit test examinations (15 Marks) - coming to a total of 30 Marks. • After the conduct of internal unit test examinations, the answer sheets are evaluated within the stipulated time and the scheme of evaluation is made transparent to the students. After the internal unit test examination, the faculty discusses the common mistakes made by the students and helps them how to overcome such errors during classroom work. Suitable remedial coaching is provided to make slow learners better. • The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal examination. • Retest examinations are conducted for students who have not attended the internal examination as per the timetable due to unforeseen reasons. • Mark sheets of internal marks are prepared with the utmost care and are displayed to the notice board, on the college website and college android App for verification and also grievances, if any, are addressed by the faculty. • The introduction of the new system of evaluation had brought about visible changes in the performance of the students, both inside the classroom and outside.

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

• The Institution is affiliated to Hemchandrachary North Gujarat University, Patan and the University prepares the academic calendar. • The College prepares its academic calendar accordance with University Academic Calendar at the beginning of the academic year. The academic activities and schedule of examinations is generally worked out according to the academic calendar provided by the University. The objective behind the preparation of academic calendar is that there should be maximum working days to complete the syllabus and CIE. • The College uploads academic calendar on college website. Further, it is displayed on the College notice board to enable the students to know well in advance, the way programmes are going to be conducted. • During the orientation of new students, they are informed about the academic calendar of the college and the CIE. • The Principal conducts meeting with the HoDs and Staff regarding smooth implementation of the academic calendar. • The HoDs also conduct departmental meetings and intimate their colleagues about conduct of CIE (Continuous Internal Evaluation). Out of the 30 internal marks of each course, 15 marks are given based on the unit tests and 15 marks are given based on assignments, seminars, attendance, workshops, book review, projects, etc. • The time of Internal Evaluation (15 Marks) is mentioned clearly in the academic calendar. Department decides the schedule of continuous assessment (15 Marks). All the faculty members follow the academic calendar to complete their CIE task. • Assignments are given well in advance and the departments ensure their submission as per schedule. In every semester assignments are given and evaluated continuously. The continuous internal evaluation helps the students. • Internal marks are displayed on the notice boards as well as college website to ensure transparency and correctness before they are forwarded to the university. • All the matters relating to assignments, HoDs discuss unit tests, marks and performance in the meeting. • The Heads of the Department monitor attendance and progress of the student every year. • The institute follows University Academic Calendar for major activities during the year.

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 examination	Number of students passed in final year examination	Pass Percentage
B A	BA	ENGLISH / GUJARATI / ECONOMICS / SOCIOLOGY / HISTORY	545	462	84.71
B COM	BCom	ACCOUNTANCY	75	48	64
M A	MA	ENGLISH / GUJARATI	61	37	61

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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/2023/06/FEEDBACK-ANALYSISC-2019-20.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
Total	0	NA	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
NATIONAL SEMINAR	DEPARTMENT OF ENGLISH	15/02/2020
NATIONAL SEMINAR	DEPARTMENT OF SANSKRIT	28/02/2020
NATIONAL SEMINAR	DEPARTMENT OF GUJARATI	28/02/2020

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
NA	NA	N A	Null	NA

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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
N A	NA	NA	NA	NA	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NA	0

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	1	0
International	SANSKRIT	2	0
International	History	1	Nil
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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
HINDI	1
SANSKRIT	1
History	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	Nil	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	Nil	0	0	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	2	12	0	0
Attended/Seminars/Workshops	3	33	0	3
Resource persons	0	5	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	13	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	10	230
Celebration of Rakshabandhan	N S S / N C C	9	465
World Environment Day	N S S / N C C	5	241
Women Empowerment Programme	Gujarat State Women Security Council	5	285
Tree Plantation AND Forest Festival	N S S / N C C	6	80
KARGIL VIJAY DIWAS	N S S / N C C	5	213
Dandi Yatra	N S S / N C C	8	198
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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	VILLAGE PANCHAYAT CHOTIYA	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 activities	Number of students participated in such activities
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Aids Awareness	Red Cross Society	Aids Awareness Programme	4	277
Anti -Tobacco Day program	District Panchayat Health Department Mehsana	Awareness regarding Evil Effects of Tobacco to Health	6	233
Voters Awareness	Government of Gujarat	Voters Awareness	5	364
Family Planning	ALKA HOSPITAL DR. HARSHAD VAIDHYA	FAMILY PLANNING ISSUES	3	204
Women's Legal Awareness	Bar Council of Kheralu / CWDC	Legal Guidance	4	285
Dandi Yatra	N S S	DANDI YATRA MESSAGE	8	198
Matru Pitru Pujan	PARENTS ASSOCIATION	Matry Pitru Pujan by students	12	154
Sweater Distribution	N S S AND HELPING HAND	Sweater Distribution to needy people	6	206
DONATION FOR BLIND	NATIONAL BLIND ASSOCIATION	Donation collection	5	425
SHAHID DIN	N S S / N C C	Shahid Din	5	181
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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
Student Exchange	40	Institutional	1
Visit to Milk Chilling Centre for Understanding of Cooperative Society	60	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	Interaction	MILK CHILLING	12/08/2019	17/08/2019	60

requirements		CENTRE KHERALU			
Exposure to Industry requirements	Interaction	Agriculture Produce cooperative Market, Kheralu	12/08/2019	17/08/2019	60
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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
Smt.R.M.Prajapati Arts College, Satlasana	25/06/2019	Academic	40
Agriculture Produce cooperative Market, Kheralu	28/03/2020	Project work and Training	60
Mehsana District Cooperative Union, Mehsana	01/07/2019	Youth Cooperative Training	60
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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	2530000

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
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Existing
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 partially)	Version	Year of automation
SOUL	Fully	2.0.012	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6645	57062617	398	36770	7043	57099387
Reference Books	10739	340316767	66	35414	10805	340352181
e-Books	121	5900	1200	5900	1321	11800
Journals	51	29195	50	32668	101	61863
e-Journals	0	0	500	5900	500	5900
Digital Database	0	0	1	77000	1	77000
CD & Video	778	32957	4	0	782	32957
Library Automation	0	0	1	45000	1	45000
Weeding (hard & soft)	0	0	1	32000	1	32000

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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
Dr.B J Chaudhari	Video	YouTube Channel	03/02/2020

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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	48	1	10	4	1	4	4	100	0
Added	2	0	0	0	0	0	0	100	0
Total	50	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
College Android App	https://play.google.com/store/apps/details?id=com.nextgensoft.kheralucollege&hl=en&ql=US
College You Tube Channel	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 incurred on maintenance of physical facilities
500000	200000	2550000	2530000

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 well-established machinery in place for maintenance of campus facilities. This is primarily achieved through the monitoring of various committees like Academic Council, Planning Board, Building Committee, Purchase Committee and IQAC with necessary support systems. PHYSICAL FACILITIES • The maintenance of various buildings is achieved through periodic monitoring by the building committee and devising suitable proposal. • Annual Stock verification for each department. • Allocation of adequate budget for annual maintenance of college infrastructure. • Sufficient support staff is appointed to maintain infrastructure • Scheduled Maintenance and Repair of physical infrastructure, like painting, roof maintenance. • Provisions of Classroom Maintenance including furniture, doors and windows • A computer instructor appointed by Management maintains Major ICT instruments. • The regular electrician decided by Management solved electricity related problems. • AC and Water Coolers are regularly serviced. • Plumbing maintenance and repair, including water supply and tube well, is done whenever it required by professional Plumber. • Mechanical equipment and lab equipment are repaired periodically. • Adequate protective measures like UPS, antivirus, firewalls, CCTV cameras. • The water tanks are cleaned regularly. • For voltage fluctuation, the institution uses voltage stabilizer and UPS. • The institution has a facility of mineral drinking water. • All the valuable instruments, equipment and chemicals have separate space in specific cupboards. • There are ELCB switches in all laboratories as a safeguard for instruments • Fire extinguishers are provided to every buildings and lab for safety purpose. ICT AND INTERNET FACILITIES: The college has a comprehensive IT policy regarding service, data, and network security. • The college has a mechanism of adopting free software and anti-piracy protocol • Computer Instructor addresses internet broadband connectivity and Wi-Fi problems. • The use of Internet facilities is distributed secured and monitored by Cyber Roam Software. • In order to minimize e-waste, computers are serviced and reused as far as possible. • The Dynamic College Website, College Android App, Internet facility is maintained by appointed Computer Instructor.

LIBRARY FACILITIES • The library is automated regularly through software SOUL 2.0 • Maintenance and digitizing of rare books, back volumes, manuscripts and reports with special care. • IT infrastructure is maintained regularly. • OPAC system for book search has been devised and regularly updated. **SPORTS FACILITIES** • Physical Director and Sports Committee monitor the maintenance of Sports Facilities. • Regular maintenance of sports equipment. • Regular inspection and maintenance of sports fields and play Grounds. • Giving top priority to the safety of the players by renewing protective guards. • The equipments of Outdoor games are regularly serviced and purchase new ones whenever required

<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	10	15000
Financial Support from Other Sources			
a) National	OBC/SC/ST/Minorities/Handicapped SCHOLARSHIP by Government	2278	10291000
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	15/11/2019	436	LOCAL
Tour to Nadabet Indo-Pak Boarder visit	08/10/2019	55	Institution
Women Empowerment	01/01/2020	255	Women Sexual Harassment Protection Council, Mehsana and Bar Council Of Kheralu
Personal Counselling and Mentoring	20/06/2019	156	Local
Yoga	21/06/2019	365	Local Yoga Team of College
Red Ribbon Club	22/01/2020	77	Red Ribbon Club Mehsana
Youth Cooperative Training Course	12/08/2019	60	Gujarat State Cooperative Union, Ahmedabad

Tree Plantation	20/08/2019	80	Forest Department Govt.of Gujarat
Bridge Course in Main Subjects--English, Economics, Gujarati, Commerce	05/07/2019	456	Local
Karate Coaching for Girls	03/01/2020	322	Techwando Karate Coaching Mehsana
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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
2020	NET/SET Crash Course	19	19	0	0
Nil	Coaching Class for Entry into Service for SC/ST/OBC/Minorities	123	123	0	0
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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
3	3	4

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
00	0	0	Government Of Gujarat Department of Education Placement fair	104	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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	higher education				
2020	567	B A	ENGLISH / GUJARATI / ECONOMICS / SOCIOLOGY / HISTORY	THE KNSBL ARTS COMMERCE COLLEGE KHERALU	M A
2020	79	B COM	COMMERCE	C.N. COMMERCE COLLEGE, VISNAGAR	M COM
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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	5
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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
Cultural - Saptdhara	Institutional Level	56
Song Solo - Solo Character Acting - Skit - Group Song - Mime - Religious Song (Bhajans) - Eloquence Competition - Essay Competition - Rangoli - painting	Inter College and Institutional Level	42
Eloquence - Esaay - Rangoli - Painting	Institutional Level	56
Sports- Cross Country - Ball Badminton - Athletics - Yoga, Vollyball, Kabaddi	Inter College and University Level	113
Community Social Service- Cleanliness in Village	Institutional Level	67
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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
2019	KABADDI BOYS	National	1	Nil	BA040192 4648 BA040 1830246	CHAUDHARI ANKITKUMAR VIRSANGBHA I CHAUDHARI RAVIKUMAR

						SHAILESHBH AI
2019	YOGASAN CHAMPION- YOGASANA	National	1	Nill	BA040172 1214 BA040 1829699 BA 0401924431 BA04017205 13 BA04018 29698 BA04 01924473	MAKWANA GUNVANT VALJIBHAI TAHOR VIJAYKUMAR GANDAJI PRAJAPATI VISHAL HIRABHAI PARIKH RUTVIK RAJNIBHAI THAKOR VIJAYJI BHALAJI THAKOR PRA KASHSINH ANUPSINH
2019	DISCUS THROW SILVER	National	1	Nill	BA040192 4221	PRAJAPATI RINKALBEN NATVARBHAI
2019	JAWELIAN THROW GOLD	National	1	Nill	BA040192 4648	CHAUDHARI ANKITKUMAR VIRSANGBHA I
2019	ATHLETIC BOYS , SHOT PUT HAMMER THROW SILVER	National	1	Nill	BA040221 24768 BA04 01924668	CHAUDHARI PARTH GANESHBHAI CHAUDHARI RONAK TALSHIBHAI
2019	ATHLETIC BOYS 110 MTR HURDDLES	National	1	Nill	BA040192 4755	MALEK SHAHNAVAJ ZAKIRHUSEN
2019	ATHLETIC BOYS 400MTR HURDDELS	National	1	Nill	BA040172 0840	THAKOR GANESHJI JUJARJI
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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 student's 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, ICC 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
Curriculum Development	The Institution is affiliated with HNGU, Patan and has to follow the Curriculum decided by the University. More then 4 faculties are the member of BOS of our University and they play their role in to Curriculum development and others teacher are giving their view and opinion regarding Curriculum development through them.
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	University has introduced a system for both Continuous internal evaluation(CIE) and End Semester evaluation (ESE). In tune with the reforms made by the university, the internal evaluation system of the college is revised from time to time. The college has introduced the CIE system for internal marking at the institutional level. The Institute organises one internal exam during the each semester. The entire internal evaluation process involves classroom

evaluation, internal tests, Multiple choice question tests, Assignments, Seminars, Book review, Projects, etc

Research and Development

The IQAC of Institution has constituted a Research Committee to promote, facilitate and monitor research activities in the College. The Research Committee encourages and provides necessary guidance to researchers in submitting research proposals, publishing research publications and seminar proposals. The teachers are encouraged to apply for recognized research Guide of affiliated University. The institute encourages and facilitates the faculties for attending seminars/workshops and presenting their research papers.

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

After calculating the workload at the beginning of the year, if more teachers are required, the government is asked for NOC for filling teachers. The teacher is recruited by the management for the purpose of not spoiling the study of the students till the completion of this recruitment process. Recruitment of non-teaching staff is also done as per requirement. Human resource management is done well by the organization by making proper use of every employee. 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. MoUs and collaborations are done by the institute with the industries for academic and research activities as well as for industrial visits.

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.

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>Institutional administrative office is fully atomized and all the process is doing in Office Management Software</p>
<p>Finance and Accounts</p>	<p>All financial and Account are maintain systematically in tally ERP.9 software.</p>
<p>Student Admission and Support</p>	<p>Though, the process of Admission is 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.</p>
<p>Examination</p>	<p>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</p>

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 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
2019	DR. B. J. CHAUDHARI	• Three Days National Conference on Rejuvenating Higher Education for Global India.	NA	2000
2020	DR. B.H. CHAUDHARI	Adhunik Sahitye Prashishtasahitye Cha Adikavyanam Prabhavah	NA	1000
2019	DR. H. J. PATEL	The Representation of Region and Nation in Indian Literature	N A	1000
2020	DR. S. B. PRAJAPATI	The Representation of Region and Nation in Indian Literature	NA	1000
2019	DR. R. K. PATEL	Adhunik Sahitye Prashishtasahitye Cha	NA	1000

		Adikavyanam Prabhavah		
2020	S. P. PRAJAPATI	42nd All Indian Accounting Conference and International Seminar	NA	2000
Nill	S.B. MISTRY	Adhunikshahitye Prashishtasahit ye Cha Adikavyanam Prabhavah	NA	1000
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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)
2020	NATIONAL SEMINAR IN ENGLISH	Nill	15/02/2020	15/02/2020	95	Nill
2020	NATIONAL SEMINAR IN GUJARATI	Nill	28/02/2020	28/02/2020	88	Nill
2020	NATIONAL SEMINAR IN SANSKRIT	Nill	28/02/2020	28/02/2020	79	Nill
2020	Nill	ONLINE ADMISSION ERP TRAINING	02/03/2020	02/03/2020	3	10
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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
FDP	2	25/02/2020	03/03/2020	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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • 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 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 	<ul style="list-style-type: none"> • 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 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 	<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. The college provides scholarships to the students from its Poor Students' Help Fund. It is given to students who 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 these schemes, 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 accounts are done by Tally software so authorities can monitor entries. There is a mechanism of checking, rechecking and crosschecking of accounts by the Accountant, Administrative Coordinator and Principal periodically. Besides, an arrangement is made by the management for internal audit at least once in a year by C.A. firm, V. B. Chaudhari Associates, Mehsana. In the case of spending of UGC grant, there is IQAC, Finance Committee and Library Committee. It finalizes the purchase of necessary equipment and books of the Institute. All purchases are done through a tender system. The state government periodically

also does an external audit. The grant of state government is finalized only after the audit. The last government audit was done in January 2019. There were no major objections raised by the auditor.

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 and Prof. Kesharbhai B. Patel	7000	National Hindi Day and Poor Students help
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6.4.3 – Total corpus fund generated

00

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 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., Newly

added Software training Orientation programme.

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. ISO certificate obtained, Green Audit of college campus done.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
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
2019	IQAC MEETING	25/06/2019	25/06/2019	25/06/2019	13
2019	IQAC MEETING	19/10/2019	19/10/2019	19/10/2019	13
2019	IQAC MEETING	28/12/2019	28/12/2019	28/12/2019	12
2020	IQAC MEETING	15/04/2020	15/04/2020	15/04/2020	12
2019	Bridge course	25/06/2019	08/07/2019	13/07/2019	438
Nil	Formation of various Committees	25/06/2019	28/06/2019	29/06/2019	4
Nil	Result Analysis	25/06/2019	15/07/2019	17/07/2019	9
Nil	Women Empowerment Programme	19/10/2019	28/10/2019	28/10/2019	435
Nil	Traffic awareness programme	19/10/2019	23/12/2019	23/12/2019	197
Nil	Academic and Administrative Audit	28/12/2019	10/02/2020	11/02/2020	5

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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	01/07/2019	02/07/2019	204	265
Women Empowerment Women Sexual Harassment Protection Council Mehsana	23/12/2019	23/12/2019	243	0
Program on Karate training for college girls.	19/08/2019	24/08/2019	365	0
International Women's Day Celebration	07/03/2020	07/03/2020	277	0
Rally on Beti bachao-Beti padhao	03/09/2019	09/09/2019	107	146
Aids Awareness Programme	04/01/2020	04/01/2020	144	164
Matru Pitru Pujan	14/02/2020	14/02/2020	87	80
Thalassemia Screening camp	17/02/2020	18/02/2020	238	277

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	1
Ramp/Rails	Yes	2
Rest Rooms	Yes	1
Scribes for examination	Yes	1

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
2020	1	1	15/01/2020	1	Save Bird Campaign	Save Environment	23
2020	1	1	25/01/2020	1	National Voters Day	voter awareness	278
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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 Staff and Students	15/06/2019	All stakeholders follow the roles of State govt.,/ University / UGC like bodies. Principal have 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 donot 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	15/06/2019	The College strives its best to maintain human values and professional

		<p>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.</p>
<p>CODE OF PROFESSIONAL ETHICS</p>	<p>15/06/2019</p>	<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 : https://kheralucollege.org/code-of-conduct/</p>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Yoga Day	21/06/2019	21/06/2019	355
An Independence Day Celebration	15/08/2019	15/08/2019	448
The Republic Day Celebration	26/01/2020	26/01/2020	411
World Environment Day	05/06/2019	05/06/2019	198
Communal Harmony (campaign week)	19/11/2019	24/11/2019	236
Gandhi Jayanti	02/10/2019	02/10/2019	327
Teachers' Day	05/09/2019	05/09/2019	567
Umashankr Joshi (Celebrated Poet of Gujarati Literature) Birth Anniversary	21/07/2019	21/07/2019	162
Zaverchand Meghani (National Poet of Gujarati Literature) Birth Anniversary	28/08/2019	28/08/2019	203
International Mother Language Day	21/02/2020	21/02/2020	268

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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 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 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

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

USE OF TECHNOLOGY It is our basic mission to nurture a scientific approach among students to fulfil the organizations Vision. The institution is constantly striving to enhance the use of technology and to develop a scientific approach among rural students and people. Through the implantation of a scientific approach, this organization contributes to the development of society and the country and makes it unique. The institution has always preferred the use of, technology and scientific approaches in its educational, administrative and other activities. The performance of college in this area is more distinctive than other colleges. IN EDUCATION: • Various educational resources have been made available in all classrooms/laboratories under various UGC grants in the organization, such as projectors, computers, laptops, audio systems etc. • The NME-ICT scheme and the NAMO Wi-Fi scheme provided internet facility on the campus. The whole campus has been equipped with Wi-Fi using the 10 routers. • Through KHERALU College Android App and INTERNET facilities, the students made available various instructions/notices, study materials, university exam papers, video lectures etc on their subjects. • Sophisticated equipment, software and facilities are made available in labs for enhancing research and practical work. • • Using PPT through the use of ICT in educational work, most of the organizations teachers make the learning process more interesting and easier. IN ADMINISTRATION: • The organization Dynamic Website provides information regarding programs, educational and physical facilities available, various activities, student welfare schemes, results, etc. • The administrative office uses the data management system to handle all the personal data of students. Generating reports related to internal exams, fees, scholarships, etc has become easier and faster. Moreover, it is useful for creating the general register of the institute. • A Kheralu A C College Facebook Page has been created to regularly disseminate information related to exam timetables, scholarship updates, various events and news. • Various information and notices are forwarded to students via the bulk message system. • The College Android App allows accessing various staff notices, information about holidays, and makes communication easier. • The entire administrative work is computerized by administrative office. • The Central Library is computerized with the Soul 2.0 software. AS SOCIAL RESPONSIBILITY: • The NSS Unit of the institute is actively involved in the preservation of the environment, cleanliness campaign, and various social probes and their solutions. • To conserve the environment, we cultivate and nurture plants and trees of different species by nurturing a Botanical Garden.

Provide the weblink of the institution

www.kheralucollege.org

8.Future Plans of Actions for Next Academic Year

Due to Corona Pandemic following actions should be taken to ensure the online study of Students • Training of teachers regarding making academic videos. • Training regarding create YouTube Channels and uploading videos. • Training of teachers regarding MS TEAM software for online teaching. • Making Whats app group of teacher-students of each class to communicate easily. • Aware and train students about online teaching technology. • Training of teachers-students regarding online examinations. • To play an important role to create and aware students among Corona Pandemic Social responsibility. • To organize various co curricular extracurricular activities online for students. • To organize finishing School Programme of Government • To arrange lecture series local and

University level. • Organize various student and faculty development programme • To made placement more efficient. • To start academy for competitive examination. • To encourage student to participate in NSS/NCC/Culture/Sport activities. • To maintain Botanical garden. • To develop college Android application. • Motivate students and staff to do research activity. • To motivate PG student regarding NET/SLET examination. • Enrich library by adding new reference books/ journal/periodicals /E resources. • Upgrade institutional website. • To reform examination pattern. • To extend the work and activities of IQAC like skill development. • Arrange lecture series. • To arrange workshop for newly appointed teaching staff. • Celebrating various days. • To initiate various awareness programme.