



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	
	SHRI K.O. SHAH MUNICIPAL ARTS & COMMERCE COLLEGE-DHORAJI
• Name of the Head of the institution	Dr. C.V. BALDHA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02824220479
• Mobile No:	9375420479
• Registered e-mail	koshahcollege@ymail.com
• Alternate e-mail	cvbaldha@gmail.com
• Address	STATION PLOT, NEAR RAM TEMPLE, DHORAJI
• City/Town	DHORAJI
• State/UT	GUJARAT
• Pin Code	360410
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid

• Name of the Affiliating University	SAURASHTRA UNIVERSITY
• Name of the IQAC Coordinator	Prof. Dr. R.V. ROKAD
• Phone No.	02824220479
• Alternate phone No.	02824220478
• Mobile	9427505193
• IQAC e-mail address	koshahcollege@ymail.com
• Alternate e-mail address	ravji_rokad@yahoo.com
3.Website address (Web link of the AQAR (Previous Academic Year))	http://koshahcollege.com/assets/uploads/pdf/AQAR_2019-20.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://koshahcollege.com/assets/uploads/pdf/ACADEMIC_CALANDER_2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.18	2008	16/09/2008	15/09/2013
Cycle 2	B	2.09	2015	03/03/2015	02/03/2020

6.Date of Establishment of IQAC

27/11/2008

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department	NSS UNIT-1 & 2	Saurashtra University, Rajkot	2020-21	20000
Institutional 1	DEDF	KCG, Ahmedabad	2020-2021	50,000
Institutional 1	Placement Cell	KCG, Ahmedabad	2020-2021	50,000
Institutional 1	Grant	State Government	2020-21	20488898

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
1) Improved students' health 2) Strengthened the use of technology 3) Developed yoga Centre 4) Cultivated discipline among students	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
To improve mentor-mentoree system	It improved the discipline and regularity of the students
To develop technical knowledge of the faculties	Our staff members took CCC+ training
To cater value education for gender equality	It helped to remove prejudice and superstitions
To steer-up remedial coaching	It helped to bridge the gap of basic knowledge needed at college level
13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
IQAC, SAURASHTRA UNIVERSITY, RAJKOT	23/06/2020
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	25/01/2022

Extended Profile

1.Programme

1.1 51

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 481

Number of students during the year

File Description	Documents
Data Template	View File

2.2 319

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 161

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 10

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 20

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	51
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	481
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	319
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	161
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	10
File Description	Documents
Data Template	View File

3.2	20
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	13
Total number of Classrooms and Seminar halls	
4.2	19,54,332
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	28
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Our college is affiliated to Saurashtra University and the curriculum and syllabi prescribed by the university are strictly adhered to. Apart from this prescribed curriculum, the college has strategized ways and means to strengthen the teaching-learning process in the following ways:

- Formulation of objective driven teaching plan at the beginning of the semester
- Preparation of adequate learning materials
- Prepare internal exam time-table in advance
- The faculties provide important question bank to the students
- Faculties adopt students centric process such as, group discussion, quiz, peer learning, etc. for the active participation of students in learning process
- The Head of the department and the principal do a periodical review of the portions covered by the staff members and also

the students' overall performance

- Monitoring the course delivery and syllabus completion through formal and informal feedbacks

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college adheres to academic calendar provided by our university for academic, extra-curricular activities, other programs and continuous internal assessment. We make following planning for smooth functioning:

- Advance planning of academic activities and calendar in alignment with the University issued Calendar of Events
- Plan extra-curriculum activities in such a way that teaching hours are not disturbed
- We follow the pattern decided by our respective University for the continuous internal evaluation which includes test, assignments, quiz, discussion and active participation of students in various activities
- The reference materials are also made available to the students in library
- The faculties also arrange extra lectures if needed to complete the syllabus
- We make announcement of internal exams in advance so the students can get adequate time for preparation
- The students can also re-verify their paper in case of any doubts in internal exams

Hence, we observe students on the different perspectives throughout the year to check their holistic development as a part of Continuous Internal Evaluation

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

<p>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</p>	<p>A. All of the above</p>
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File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

There are different types of courses in the curriculum, some enhance professional competencies while others aim to inculcate general competencies like social & ethical values, human values, environment sensitivity etc., thereby leading to the holistic development of students.

- In BCOM, we have subjects like Human Resource Development, Entrepreneurship, and Economics which include various aspects of human values such as, business ethics, loyalty, integrity at workplace, the importance of honesty, the qualities of a leader/boss etc.
- These subjects offer to appreciate the rights of others and help the students to understand and find an ethical solution for the workplace and societal issues which hinders the society at large.
- In BCOM, Foundation Course in English is taught as a

compulsory subject to semester I to VI students, which includes short-stories and poems offering moral values such as The Three Questions by Leo Tolstoy, The Chicago Speech by Swami Vivekananda among others

- In BA, Foundation Course in English is taught as an optional subject
- Three credit course named Environmental Science is offered as compulsory course which create awareness among the students regarding environmental situations, Legislations and International treaties and motivate towards contribution for creating awareness in the Society.
- Besides these courses, the college also offers Sanskrit, Gujarati, Hindi languages at BA level consisting of many literary texts imparting ethical human values

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

E. Feedback not collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

900

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

319

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The learning levels of the students is identified through different academic activities assigned throughout the semester. Most of our students come from rural areas and Gujarati medium background so they face difficulties in subject like English and Communication Skills. Hence, our faculty adopts grammar-translation method to make the course easier for the students. Remedial classes are also organized for slow learners. Faculty members during class interaction identify students' potential and adopt strategies to reduce the gap in skills and knowledge. Faculty members are available in college premises for course related as well as personal problem solution. The followings are major actions taken place regularly:

- Arrangement of visiting faculties from college side due to lack permanent govt. appointees
- Providing extra reading materials prepared by the faculties
- Encourage the students to visit library regularly and read extra reference books
- Advanced learners are encouraged and facilitated to read beyond the requirements of the syllabus. They are suggested different links and books through syllabus planner.
- From time to time, our principal himself visits each classroom and encourage the students to participate in extra-curricular activities too to boost their confidence level
- The staff members find out the different students' disabilities and provide an appropriate learning facility with the support of teaching methods and aids on the needs of the students

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
481	10

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Learning at the college has always been student centric. For enhancing learning experience of the students, they are promoted to participate in various academic and co-curricular activities within and outside the college.

Experiential Learning Activities:

The institute offers programs such as BA and BCOM in which we do not have direct use of experiential learning using different kind of labs yet the faculties try their level best to give experience of the students of different phenomena through the visits of different places. We organize field and educational trips and extension activities for experiential learning for students.

Participative Learning Activities:

The students are assigned projects, assignments and activities which promote peer learning and team building. Class room discussions, debates, presentations by students, facilitate them to involve in participative learning. We also encourage students to participate in other state and national level programs organized by various institutes.

Problem Solving learning Activities:

Our faculties give different type of tasks, lessons, sums and questions for problem solving activities. Afterwards the discussion takes place in the classroom so all the students 'queries get solved in the classroom. The faculties also suggest the students to refer reference books, YouTube videos and other materials when needed. The students are also encouraged to participate in webinars and expert talks so they can also discuss

their problems and queries with state and national level experts.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Some of our teachers use ICT enabled tools such as, Power Point Presentations and smart boards as and when required. The faculties use computer lab when they want to show any videos to the students. Many of our faculties also took the training of CCC+ course to get acquainted with technology. They try to update themselves from time to time. The teachers also use some E-materials as a part of self-learning and teaching available on various platforms such as Egyankosh and other websites and blogs.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

9

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year	
10	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded
2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)	
2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year	
7	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File
2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)	
2.4.3.1 - Total experience of full-time teachers	
209	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File
2.5 - Evaluation Process and Reforms	

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college follows the innovative practices for the Continuous Internal Evaluation. Presently under the Choice Based Credit System (CBCS), internal assessment for theory papers is 30% of the marks (30 marks in a 100-marks paper) which is split into 10 marks for discussion/seminar/quiz/co-curricular activities and 10 marks for Assignments & 10 marks for written test. Evaluation in a continuous mode has helped to improve students' regularity and participation in their overall performance. The following practices are done at the institute level:

- Each department has worked out the details of how the CIE will be carried out for each paper taking care that learning objectives of each paper are achieved through the different assignments.
- For theory papers it has been kept in mind that the assignments should not only test the knowledge base of the students but also foster creativity and critical thinking.
- We ensure that learning outcomes for all courses are being achieved.
- There is a set schedule for submitting the assignments which the students know in advance. This helps them to prepare well.
- The schedule of the internal examination is planned in advance for the smoother functioning. It is mentioned in the academic calendar, displayed on the notice-board so the students can plan their academic well and they can be ready mentally.
- The best sample answer-sheets of the previous years' students are also shown to the students to improve their presentation skills.
- The faculties also take the classroom test unit-wise in order to provide the proper feedback for the improvement of the quality in their writing.
- The result of internal exams is declared and displayed on notice board before the University exam.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The Institution ensures that all students are aware of the evaluation process including revaluation and challenge valuation, examination pattern well in advance through circulars as well as information printed in the college calendar. After checking, answer sheets/assignments are shared with students and marking pattern is discussed. The internal assessment lists are displayed on the notice board at the end of the semester (before University examination).. Transparency and security of evaluation system is ensured. The internal marks are verified by the concerned subject faculties and also by the Head of the department before the final submission. We take the utmost care to avoid mistakes. If the students have any grievances regarding the internal marks, they can go for re-checking of their papers within stipulated time period as notified by us on notice-boards. The faculties also explain them reasons for cutting their marks and give them proper feedbacks for improvements. This way, our college follows transparent, time-bound and efficient mechanism for internal assessment.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

- PO's and CO's are available at university website and its link is available at institutional website.
- Head of the concerned subjects provide syllabus copies (in which POs and Cos are mentioned) to the faculties in hard and soft versions.
- They schedule a meeting among themselves to discuss how effectively the syllabi and their POs and Cos can be transferred to the students.

- Before commencement of the course unit, concerned faculty member describes unit's importance and present relevance to students in the classroom
- Related materials prepared by faculties are provided to students for additional learning.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution regularly evaluates the performance of students through various methods for measuring the attainment of each of the Program Outcomes, Program Specific Outcomes and Course Outcomes.

Program Outcomes: The attainment of the program outcomes is reflected in the works of the students, whether it is a job, household duties, or social duties. Our alumni sometimes visit the college and share their success stories with present students. Many of our students are very successful in their respective field. Besides these, we also ensure that they become good citizens and good human being so as to live happy and satisfactory life.

Program Specific Outcomes and Course Outcomes:

Program specific outcomes and course outcomes are assessed through direct and indirect evaluation process. Throughout the year the faculty records the performance of each student on each programme outcome. To render equitable service to all our students having varied background, we do have the mentoring system. All faculties are assigned the duty of mentor under which specific number of students is provided with special guidance to assigned programme. At the same time remedial coaching is also provided to slow learners to make the pace with the desired progression. The following methods are adopted for measuring the attainments of PSO and CO:

- Annual and End Semester University Examination
- Internal Assessment
- Students' Feedback
- We compare the results year-wise and take actions to improve it

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

144

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[DUE TO LOCKDOWN NO SSS WAS DONE](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

3

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

2

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The students of our college give their precious service to the community by joining in the various extension activities. The students and faculties remain committed to engaged citizenship. Many have contributed and continue to work for social change in the field of education, empowerment of women and for inclusive society. Engagement of students in these activities is the first window to observe life closely at the grassroots. They become sensitive to the challenges of a developing society like ours and observe the inequities and the challenges they pose towards development potential of people.

List of Major Extension Activities:

- Environment Awareness programs
- Girls empowerment
- Yoga
- Yuvak Mahotsav
- NSS camps
- Sports Activities

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

101

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution is located on Dhoraji road, near Ram temple, Dhoraji. It has heritage building, lawns and tress. We have adequate classrooms and also have a big library having many rare collection of books, reference books, encyclopaedia, dictionaries and other books and magazines. We also have a separate reading room for students and staffs. The separate details of all physical facilities and equipment are as mentioned below:

- College campus area (29000 sq. mtr)
- Class Rooms-10
- Seminar halls-2
- Computer Lab-1
- Library
- Separate parking areas for students and staff
- Staff Room
- Common Room
- Toilets for girls and boys
- Toilets for teaching and non-teaching staff
- Separate toilet for Divyangs
 - College Campus has a lawn area
 - First-aid centre
 - Placement Cell
 - IT Equipment

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Institute upgrades its infrastructure regularly. College has a big ground for sports and games. Our college also has sport equipment for games such as, table tennis, cricket, badminton, chess, disk-throw etc. The institution has a large lawn area for outdoor games like volleyball, kabbadi, long jump etc. The institution has fully furnished sport office too. Our college also has active yoga centre and gymnasium. For cultural activities also we have adequate facilities. We have musical instruments such as, tabla, dholak, harmonium, amplifier, mike system etc. Our students regularly participate in various types of cultural activities at college level and at university level in Youth festivals and other programs.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

12,41,197

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Library is automated using integrated library management system as described below:

- Name of the ILMS software- Acharya
- Name of automation- Partially
- Version- 2005
- Year of automation- 2005-06

It provides facility to fetch books detail (periodically, monthly etc.). Library automation has started and barcode of books & documents are done.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	E. None of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
8775.00	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
2	

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Our college basically offers humanities programs such as, BA and BCOM so our students do not have much use of IT facilities yet as and when needed we use computers, projectors and other facilities. We have computer lab with projector where we organize meetings and seminars. We also update our computer software from time to time. As a part of government scheme, our first year students are provided tablets. There is a website coordinator who ensures that website is updated time to time. Moreover all important notice, result, awards, functions, examination, concern academics & assignments are uploaded on the website duly approved by the coordinator & principal.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

28

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

12,41,197

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Institute is following the procedure for maintaining and utilizing....

Financial support & Facilities:

- Management conducts pre-budget meeting
- Budget preparation for the financial year with actual financial statement and considering previous budget
- Management focuses on student development and IT infrastructure in budget

Physical Infrastructure:

- For physical infrastructure institute has tie-up with architect, who gives direction and suggestions the upkeep and maintenance.

IT Infrastructure:

- For IT infrastructure specific IT faculties have been assigned various maintenance tasks on regular basis. If required suppliers and expert technicians are concerned.

Routine maintenance:

- For in-house routine maintenance and upkeep, institute has contracts with following:

(1) For Cleaning

(2) For Plumbing

(3) For electrical equipment

Security maintenance:

For security (CCTV Camera) specific IT faculties have been assigned various maintenance tasks on regular basis. If required suppliers and expert technicians are contacted.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support**

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

267

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Our college has very well organized and well-planned students representation in various academic and administrative bodies. We select one girl and one boy student as campus ambassador every year. We select student ambassador who are active, enthusiastic and having leadership quality. They coordinate with other students in planning and organizing various events. During the year 2020-2021, Vaghela Paras Anilbhai & Shahmdar Mo Nasir Najirshah have been appointed as Campus ambassadors from NSS UNIT-1 and Shyara Dishaben Rasikbhai and Kuvad Shivani Narendrabhai from NSS UNIT-2. They played their role very nicely throughout the year. In our IQAC committees also we keep two student representatives who remain present during the meetings and give their valuable suggestions and feedback for quality assurance. We also have alumni representative in our IQAC committee who coordinate with other alumni to keep them in touch with the institute. Our student representatives are very active and curious to learn from various roles and responsibilities assigned to them.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

We maintain the register for keeping the record of Alumni Association. Every year during the farewell of last year students, we take their details and contact numbers in register. We invite them on several occasions on the campus to discuss about their further development. We also appreciate them and guide them for competitive exams, further study and job related information. We do not regularly organize alumni meeting but we plan it as per the need and situation. From the current year, we also have started to maintain the WhatsApp group students so they can be in touch with the institute.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of our college runs in tune with our mission and vision. Our first vision is to provide higher education to the students of surrounding areas. We give admission to all the students of nearby villages without any kind of discrimination. Our main aim is to uplift the rural and backward students. Our second vision is to provide UG and PG level education to the students. To keep up the students' need of getting higher education, we also started PG centre in the past but due to lack of admission we could not continue it. So, we try to provide UG level education at present in Arts and Commerce streams. Our third vision is to create awareness of latest knowledge of the subject among teachers and students for which we keep our library up to date. We buy new books every year. We also keep many journals and books for competitive examinations such as (UPSC, GPSC, GSET, NET). Our fourth vision is to provide value based education for this, we care environment awareness, social awareness and motivate students to participate in NSS and sports activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Shree K.O. Shah Municipal Arts and Commerce College-Dhoraji encourages a culture of participative management by involving staff members in a number of committees. For promoting culture of participative management the college has constituted committees for academic and non-academic activities. These committees comprise of teachers, non-teaching staff as well as students. These committees play major role in participative management of the college. The college has created a decentralized structure for decision making where departmental committees interface their decisions with Principal/Coordinator. The various committees are constituted to manage various functions of the college. We have various committees, such as, IQAC, cultural, NSS, Sexual

harassment, anti-ragging committee, environment etc. We give opportunity to almost all the faculties to handle the various portfolios as per their knowledge, skills and potential. The Principal check out the execution plans. Before the commencement of each academic session committees are formed under the guidance of Principal. Committees have freedom to formulate their plan decide execution strategies. Activities and decisions of committees are discussed in meetings as per the requirement. The decision of committees remains final in presence of Principal. The Management policy of highlighting and promoting staff members at various levels and occasions influence positively to the quality of institutional processors. Decentralized organization structure and skill based work distribution (by way of framing committees) ultimately increases the effectiveness and efficiency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our college adopts strategic plans to perform different sections of the college. For better Human Resource Management, our management recruits visiting staff to fill-up the gap of staff not appointed by the government. To keep our Library updated, we purchase new books every year. Our faculties also guide PhD students to engage in research activities. Examination and evaluation portfolio is also handled very transparently. We keep two supervisors in one block for strict observation during internal exam. We also have CCTV camera in each class for transparent exam system. We solve the students' grievances regarding internal marks and do the needful. For Teaching and Learning, our faculties update themselves regularly by participating in seminars and conferences. We organize extra classes for lower level students. We organize class-test, internal test, and semester-end test to check whether the curriculum was delivered properly. We also provide them quality material and motivate students to use relevant reference books from library. We also do students counseling and take their feedback to make our teaching-learning process qualitative.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Governing Body of the Institution carries responsibility for ensuring effective management of the Institution and for planning its future development. The Governing Body looks after the affairs of the Institution and demonstrates the primary objectives of education. It includes considering and approving the strategic plan for the Institution, setting the academic aims and objectives of the Institution, and identifying the financial, physical and staffing strategies. The members of the body are from Municipality as ours is a municipal college. The day-to-day administration is carried out by the concerned Heads of the Departments under the leadership and guidance of the Principal. The Principal is supported by the Vice-Principals. In absence of the Principal, the vice-principal looks after his responsibility. Our College has well defined organization structure with greater employee participation in various academic and administrative roles and responsibilities. The permanent appointment of the staff is done by the Commissionerate of Higher Education, Gandhinagar. It is done through central recruitment process. In the oral interview, the principal, management person and the Head of the concerned department remain present.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	D. Any 1 of the above
File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File
6.3 - Faculty Empowerment Strategies	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>For the welfare of the teaching and non-teaching staff, our college organizes family gathering every year. It helps to develop internal relationship and also create good acquaintance with the family of whole staff. All the staffs take lunch/dinner together and spend the quality time together. We also honor our faculties at the time of his or her retirement with shawl and gifts along with appreciation certificate to take a note of their valuable contribution to uplift the institute.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded
6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year	
6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year	
0	

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

1

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The performance of teaching staff is assessed annually through students' feedback. The objective is not only to objectively evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee. We have prepared questionnaire to collect feedback of faculties from the students. The students give the feedback of teachers' performance on various criteria such as quality of the content, on time delivery of the content, completion of syllabus on time, providing materials etc. The feedback is then assessed and accordingly the strategy is planned to bring more improvement. But during the current year, no feedback was taken as the students were not physically available on campus due to lockdown for one year. The works of non-teaching staff is appraised by the Principal who give them iverbal nstructions and advice to improve their work. The salary rise is given every year to the visiting/management appointed staff as per their performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institute has a mechanism for internal and external audit. We have our own internal audit mechanism where internal audit is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year. The institutional accounts are audited regularly by both Internal and statutory audits. The internal audits are carried out by the Head of the institute and the external audit is done by Chartered Accountant (J.L. Parekh Co., Rajkot). We take Timely assessment of accounts.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institute maintains & follows a well-planned process for the mobilization of funds and resources. The process involves various committees of the institute and from teaching and non-teaching staff under the supervision of the Principal. Institute follows specific rules for the fund usage and resource utilization. Every year, we receive funds for NSS from Saurashtra University which is utilized for organizing various events, special camps, one day camps and purchasing necessary equipments such as spade, crow-bar etc. which are used for cleanliness drive. The college head seeks quotations from vendors for the purchase of necessary equipment

such as computers, books, etc. The decision is made based on parameters like pricing, quality, terms of service, etc. The Principal ensures that the expenditure lies within the allotted budget. We also receive grants for placement which is utilized as per the govt. rules and needs. If the grant is not utilized then we return it to the concerned authority. For the utilization of infrastructure, our college has gate keeper, gardener and peons who look after the physical facilities. The optimal utilization is ensured through encouraging innovative teaching-learning practices. The available physical infrastructure is optimally utilized beyond regular college hours.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC plays a vital role to maintain the quality of the institute. We formulate the IQAC committee as per the norm in which we include Principal, teaching staff, student representatives, alumni, management representatives, village representative. IQAC organizes four regular meetings to discuss the core agenda. Each member gives the suggestions which are noted down and necessary actions are taken. IQAC has contributed significantly to improve the teaching-learning process. The committee emphasized on holistic development of the students which include many extracurricular activities also. We also run Yoga centre and mediation centre to keep the students physically and mentally fit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and

recorded the incremental improvement in various activities

The college reviews teaching-learning outcomes at periodic levels. We take students' feedback once in a year regarding the syllabus and the teachers' performance which include many criterion such as the methodology of teaching, materials provided, completion of syllabus etc. We also review the result of the students and take necessary action to improve their performance. We organize remedial classes for weak students as per the requirement. We take seminars in regular lectures to improve the students' speaking and presentation skills so they can remove the stage fear. We also conduct extra lectures to complete the syllabus with prior permission of the Principal. We also give guidance to the students regarding competitive exams. Many of our students are placed in good jobs. IQAC committee ensures all these operations and records the incremental improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES	
7.1 - Institutional Values and Social Responsibilities	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
<p>The year 2020-21 was a covid-19 pandemic affected year. So, the lectures had been conducted online. We could not organize any formal programmes for gender equity but during lectures we often guide our students for gender equality.</p>	
File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil
7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
<p>K.O. Shah college has deep concern to protect environment, health and well-being through implementation of effective waste management practices. Awakening to control 'throw-away' life style and grow consciousness of generating less waste among students, staff and faculty members has also been adopted. Our gardeners and sweepers and peons help in segregation of waste. Solid waste management is segregated at source and collected by Safai Karmachari to dispose-off properly to the dumping yards. Waste</p>	

like plastic, metals, glass, cardboard, newspaper and stationery are systematically collected, segregated and sold to authorize vendors for its recycling. We have kept dustbins at various places on our campus. And municipal van comes at regular interval to collect solid waste. Liquid waste is removed by drain. Our college does not have facilities for biomedical waste and e-waste as we do not have such need.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our college is located in a rural area where the students come from various social starta and culture. Most of our students are from minority. To craete tolerance and harmony among the students our college runs NSS (National Service Scheme) programme. There are two units of NSS in our college. NSS Unit-1 is for boys and NSS Unit-2 is for girls. Under the banner of NSS, we organize various programmes to craete tolerance and harmony towardscultural, regiuoanl, linguistic, and socio-economic diversities. Some minosirty students are not able to pay their semsester fees, so we collect funds for them and help them. Our NSS students also colelct fund for blind people every year to show the compassion towards them. Every year, our college organizes Annual function in which the students of different community perofrms their dance such as Garba, Talwar Ras, Mer Ras, Gopi Ras etc which reflect the social and cultural diversity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our college sensitize the students amd emplyees towards the constitutional values, rights and duties which include many progarmmes such as consumer rights, voting rights, road safety

awareness, taking benefits of different government schemes etc. We also invite the experts of the concerned field to talk on the topic. But during the year 2020-21 we could not organize any such activity due to covid-19 pandemic.

File Description	Documents
Details of activities that inculcate values; necessary to render students into responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our college organizes national and international commemorative days, events and festivals. National festivals play an important role in planting the seed of Nationalism and Patriotism among the students. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay

tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout. The institution celebrates Republic day on 26th January every year, commemorating the adoption of Indian constitution and spreading the message that India is the largest democratic country in the world. This is a day to remind the students about the constitution of the country and the need to abide by it at all times. The celebration includes the hoisting of national flag and spreading a warm message of nationalism in a speech by the Principal. Independence Day is celebrated every year on 15th of August. The institution encourages students to remember our national leaders and their sacrifices. Gandhi Jayanti is celebrated every year on 2nd October to understand the ideology of our great leader Mahatma Gandhi wherein pledge is taken by students and staff. In today's times we inspire students of our institution to follow the Gandhian ideologies of truth and nonviolence and inspire them to contribute towards the peace and prosperity of the Nation. We also celebrate Swami Vivekananda Jayanti every year on 12th January. There is also a big statue of Vivekananda in the middle of our campus which inspire students to be fearless and leading figure like him. On this occasion, we also organize essay writing and elocution competition on the life and works of Vivekananda. International Yoga day is also celebrated on 21st June every year in our campus and we have separate Yoga centre too from which many students get benefitted.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Every year we plan two best practices in advance. But during the

year 2020-21 the lectures have been conducted online throughout the year due to covid-19 pandemic. So we do not have any extraordinary practices which can be counted here.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

A few minutes of Yoga during the day can be a great way to get rid of stress that accumulates daily-in both the body and mind. Yoga postures, Pranayama and meditation are effective techniques to release stress. Meditation is Relaxation which gives calm mind, good concentration and Rejuvenation of the body and mind etc. Particularly for students, Yoga is a great remedy to remove their exam related stress. Yoga and meditation help to provide emotional strength so that they can easily manage their study. Keeping in mind, these objectives, we run Yoga and meditation center titled as "Samarpan Dhyana Center" on our campus on regular basis which is our distinctiveness. This center is open for all the students, staff and other members of the city who are interested. We have prepared guidelines to attain the yoga sessions. The students are sent to the yoga center twice in a week and other members of the society can come any days. The center is run under the observation of the principal Dr. C.V. Balda who is highly interested in Yoga and possesses the vast knowledge of this field. From the non-teaching staff Nikhailbhai helps him as a supportive staff. The session includes, Gayatri Mantra, various asanas starting with warming up and stretching followed by Padmasanas, Sukhasana, Tadasana, Bhujang Asana and ending with Shavasana. Exercises for relieving stress, reducing joint pain and enhancing the flexibility of the back are also done. We also have relevant material such as CD containing various positions of Asana which is shown on projector too. And we also have relevant reading material in our library. This matches with our mission and vision of giving holistic education to the students that develops their mind and soul.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Our college makes plans for next academic year every year in advance. For the year 2021-22 we had made the following plans:

- 1) To enhance the quality of teaching -learning process by adopting the new methodologies and teaching aids
- 2) To transform the examination system by giving the students practical assignments and seminars as a part of internal evaluation
- 3) To create environment awareness among the students and organize various programmes related to it such as tree plantation and tree preservation as people realized the importance of trees during Covid-19 pandemic
- 4) To renovate the infrastructural facilities to make the campus more beautiful
- 5) To fill up the gap of teachers-students ratio by recruiting the new staff