



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

**VITTHALBHAI PATEL & RAJRATNA P.T. PATEL
SCIENCE COLLEGE**

NEAR POST OFFICE, MOTA BAZAR

388120

www.vpscience.org

SSR SUBMITTED DATE: 21-11-2018

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

November 2018

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

It was the great Sardar Patel who originally floated the idea of bringing education to this rural hinterland and inspired stalwarts like Bhaikaka and Bhikakaka to start this unique educational endeavour. It was due to the missionary zeal of Bhaikaka and Bhikakaka, the founders of Charutar Vidya Mandal in 1946, when contrary to general belief that institutions of higher education can come up only in cities, the rural, dusty, underdeveloped Vallabh Vidyanagar's first college, Vitthalbhai's Patel Mahavidyalaya came into existence in 1947.

VP & RPTP Science College was the first institution to be set up in 1947 in this township, aptly called Vidyanagar. Since then it has not looked back and has gone from strength to strength catering to the educational aspirations of students belonging to more than 40 villages around Anand and Vallabh Vidyanagar.

Today, it is one of the oldest and premier Science Colleges of Gujarat. It is named after Vitthalbhai Patel, the eminent freedom fighter who became the first Indian President of the Central Legislative Assembly during the British regime.

V P & R P T P Science College won the award of the Best Science College for three years from the Govt. of Gujarat. Many have been awarded research proposals worth Rs. 1.07 crores. This college caters to a strength of more than 1500 students offering degree courses in basic sciences in Chemistry, Physics, Microbiology, Botany, Zoology, Electronics, Mathematics, Statistics, Computer Science, Industrial Chemistry, and vocational courses like BCA, Industrial Chemistry (Vocational), and Instrumentation. Apart from this, research programmes leading to PhD are also run in Physics, Chemistry, Microbiology, Industrial Chemistry, and Botany. We have also started 13 Add-On Courses to improve the employability of our students. We were accredited with 'B++' in 2007 which we improved to 'A' when we applied for reaccreditation in 2013. **We were also recognized as a College with Potential for Excellence twice and were awarded Rs 1 Crores and Rs. 1.3 crores respectively by the UGC.**

Vision

To educate, empower and prepare globally competitive human resource through knowledge, employability, entrepreneurship skills by creating an environment conducive to learning and research in sciences, and critical thinking thereby leading to creation of a strong institution through close affinity with its alumni.

Mission

We dedicate ourselves to the continuation of our founders' vision of scholastically uplifting rural youth along with value education to prepare globally competitive citizens who contribute towards nation building.

1.2 Strength, Weakness, Opportunity and Challenges (SWOC)

Institutional Strength

1. Active IQAC Cell

- Awarded 'A' Grade NAAC Reaccreditation Second Cycle
- Maintained CPE status in Phase II
- Awarded Grade 'A' by AAA, KCG, Gandhinagar
- Qualified, experienced, dedicated and stable faculty with 69% holding a PhD degree
- University Recognized research centers for PhD in Chemistry, Industrial Chemistry, Physics, Microbiology, Electronics, Botany, Zoology and ELT.
- Major and Minor research projects worth more than Rs one crore (Approx.)
- 160 research publications in national and International Journals
- Very supportive management
- ICT enabled classrooms
- Wi-Fi campus
- Rich automated library with INFLIBNET and use of SOUL 2 software.
- Well-equipped laboratories
- Active Parents & Counselling Cell
- More than 15 Add on Courses being offered
- No Incidence of Ragging/Sexual harassment till date.
- Active Career & Placement Cell
- Excellent Sports facilities with full time PTI

Active career counseling and Placement cell

PDP [Personality Development Programme] for all the students

Classrooms and campus under CCTV surveillance

Majority of faculty are members of BoS

Average teaching experience is 25 years

Most preferred Science College among students of Central Gujarat

Institutional Weakness

1. Shortage of teaching and non-teaching staff, and support staff due to government policy
2. Due to heritage building structure not able to expand infrastructure
3. Communication gap in First Semester due to rural back ground of students

Institutional Opportunity

1. Faculty can give Industrial consultancy.
2. Introduction of P G courses
3. Online assignments and projects
4. Online teaching materials

5. Those without doctoral degree can start pursuing PhD
6. Scope for moreproductive engagement with alumni

Institutional Challenge

1. Time constraint with limited number of staff to have rapport with industry
2. Insufficient infrastructural facilities for staff because of heritage building.
3. Maintenance of laboratories due to Non-availability of support staff.
4. Challenges regarding training the new faculty (Adhoc) due to frequent personnel turnover every year.
5. Finding time slots to introduce short term courses.
6. Improving students' English language skills.
7. Preparing the students for national and global competitions

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Ours is degree Science College, offering BSc degree courses in 10 subjects. The admission to the First Semester in BSc is based on merit and first come basis. However, as per the university's directive, the admission process is now done through online through the university's website.

As per directives of the UGC and the Government the students are offered courses under CBCS and semester system. The college follows the courses as approved by the University. The students have the opportunity of selecting a core and elective courses at the 3rd Semester depending on their merit. Twenty one faculties are members of the Board of Studies who review the syllabus from time to time through meetings and suggest modifications to the Board. The courses of study prepare the students for future academic and research field. The college also offers 15 short-term 'Add On' Courses to improve employability of the students.

Thecollegealso motivates and encourages students to visit industries, other institutions for training to complement their curriculum.

Thestudents also have the opportunity of engaging in NSS, NCC and other co curricular activities, conducted by various clubs that help in their overall growth and development.

At the end the year third year students give their structured feedback.

Teaching-learning and Evaluation

Faculty members use ICT facility, rich library also to teach their courses. As the students progress, they are also given the opportunity to give presentations and seminars on given topics.

The college as two groups: Group A (Math) and Group B (Biology). In Semester I & II, subjects are common. From Semester III onwards, students are allotted core subjects as per their preference, merit and availability of seats.

The college conducts Internal and external evaluation as per the university rules. The internal evaluation includes written test, projects, and assignment. If students fail to have required attendance, they are not allowed to attend the semester ending exams.

Students of our college have won a total of 26 medals in External theory from 2013- 2017. The college results have always been higher than the University results.

Research, Innovations and Extension

The college has a Research cell that monitors research activities in the college. The college has university recognized research centres in the subjects of Chemistry, Industrial Chemistry, Micro-biology, Electronics, Physics, Zoology, Botany and English. From 2013 till date, 31 students have completed PhD and 199 papers have been published by the faculty in various national and International Journals. College faculty also has projects (completed and ongoing) worth more than Rs 98 lakhs from various agencies. A few faculty members have also been abroad in International conferences to present their research work. Two of our faculty members were also awarded by the GSA for their work.

The college has also MoUs with 5 A graded Science colleges of Gujarat to foster mutual student - faculty exchange, and also with several industries to encourage industrial visits, and training for students.

Infrastructure and Learning Resources

Built in 1947, the college campus is spread over an area of 4.2 Acres and boasts of a huge college building which can be called a heritage structure. All the well ventilated classrooms have ICT facilities. All departments have their own departmental library and well equipped laboratories besides research labs (those which are research centres.)

The college has a separate library equipped INFLIBNET and SOUL 2 software and reading room with Internet (10 Computers) and photocopy facility. A dedicated Internet Lab with 30 computers has been provided for students. The bandwidth speed is between 5 to 10 MBPS. The college building is flanked by a well maintained garden with a variety of trees. The garden lights run on Solar Power. The garden area also includes a Botanical garden and an open classroom. In tune with global concern for water conservation, water harvesting is practiced in the college.

As mentioned earlier, many of our students are from other regions of Gujarat. We have a separate boys and girls hostels in the close vicinity of the college for boys and girls. With regard to sports facilities, we have a small well equipped gymnasium, indoor sports facilities and a huge play ground for outdoor sports activities.

For cultural activities, there is a huge hall right in the middle of the college with good acoustics.

Student Support and Progression

The college follows all rules and regulations laid down by the Government with regards to admissions. In order to facilitate communication with respect to various schemes for the SC, ST, OBC and minority students, a special Equal Opportunity Cell has been set up and the cell organizes a special orientation program to

create awareness about schemes and procedures. The free ship amount is directly credited to the students' bank account.

The college understands the needs of the students. Therefore, the college has introduced various programmes/activities like for career guidance, guidance for competitive exams personality development, remedial coaching, bridge courses for new students and counseling. A few departments also send their students for industrial training. To increase the employability, departments also offer 15 Add-On courses on a variety of subjects. The college also facilitates the students to appear for Cambridge Placement Test supported by KCG, Gandhinagar. Most Students opt for a postgraduate degree after passing out of our college. Only a few indicate their willingness to be considered for placement.

The college also has a system of Student Counseling with special focus on Semester I & II students. A batch of 25-30 students is allotted to each faculty who meets the group every week at an allotted time scheduled in the Time Table to discuss any issues that the students may have.

The college encourages and motivates students to participate in various Inter-college competitions (cultural, sports & academic). Various Clubs (Knowledge, Creative expression, Fine Arts, Music & Dance, Yoga & Sports, community & Social service) under the umbrella of SaptaDhara (partly funded by Higher Education, Gujarat Government) various clubs are set up in the college that conduct various activities. The college also has an active NCC and NSS cells with good student enrolment every year.

The college maintains an Alumni Association and all outgoing students are made members of the association by default. Every year two alumni meets are organized and the alumni have donated to the college endowment fund. The construction cost of the library building has been borne by an alumnus of the college.

Governance, Leadership and Management

The college has a well defined vision and mission about which all the stake holders are aware. The leadership hierarchy starts with our management at the top. The Principal liaisons between the management and the institution. He keeps the management abreast with the activities and requirements of the college.

The Principal plays a key role along with the Heads of the depts. and other senior faculty in the framing of policy statements for fulfilling the stated mission. The action plans for all operations are made during the Academic Council Meetings after careful consideration and discussion. When policies are decided and framed, the faculties are taken into confidence and all opinions and suggestions are taken into consideration. The policies and decisions are reviewed in the Academic Council meetings and corrective measures are taken if need be.

During the Orientation Program, the Principal and staff counsel the students and parents about various policies, facilities, schemes, objectives, and evaluation system etc. to ensure the stake holder's participation.

Before any major event, for the smooth conduction of events, all the student secretaries are called to attend pre event meeting. They are also entrusted with the responsibility of maintaining discipline in the college and during the events.

The head of the department is the intermediary between the Principal and the staff. Each department enjoys autonomy in so far as allotment of teaching, practical sessions etc. are concerned.

The IQAC with senior faculty members was formally set up in the college. As per requirements of NAAC, the IQAC plans and deploys various policies that improve the quality in the institution. The IQAC has been instrumental in submitting the AQAR, applying for NIRF and also getting 61st Rank in 2016-17, preparing financial proposal for UGC, RUSA, conducting FDPs.

The college accounts are audited by the management, private Chartered Accountant and also by the A G Office. The funds received from various agencies and for awards from donors and alumni are parked with the Management and all the expenditure has to be approved and sanctioned by the management.

Institutional Values and Best Practices

The college has an equal opportunity cell that subsumes Women's Cell, and SC/ST Cell. The cell also has an official from the Social Welfare Dept, Govt. of Gujarat. We follow the idea of gender equity in letter and spirit. The number of girls in the college is almost equal to boys. The Students Central Committee comprises of General Secretary, Secretaries of various clubs, Class representatives and Ladies Representatives. Many of the secretaries are girls and many General Secretaries over the years have been girls. That shows that girls are also enjoy positions of responsibility i.e. in leadership position. There are two Ladies' Rooms and one of them is also equipped with sanitary pad vending machine and also an incinerator.

The college also has a rain water harvesting system and solar powered garden lights as part of our responsibility towards the environment. The NSS unit of our college is also very active in this regard by clearing plastic from the plastic and collecting the National Flags thrown carelessly everywhere by people on our National Festivals.

The college has a zero tolerance policy towards malpractices and also encourages the best values enshrined in our constitution among students and staff. It is the policy of the college that no class is to be allowed to go waste. Departments take care to make alternate arrangement in case a faculty is on leave. The same has to be mentioned in the Leave Application. The college faculty also conducts extra classes free of cost to ensure that the syllabus is completed in time.

One of our best practices is that we have a very systematic Student Counseling System where each group of students is allotted a teacher Counselor who meets the students every week at a time allotted in the time table (They can of course meet them any other time as well, if the need be). The students are free to discuss any of the problems or issues with the counselor. The parents/ guardians are also given the name and phone number

of their wards' counselor so that they can talk to them any time.



2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	VITTHALBHAI PATEL & RAJRATNA P.T. PATEL SCIENCE COLLEGE
Address	Near Post office, Mota Bazar
City	Vallabh Vidyanagar, Anand
State	Gujarat
Pin	388120
Website	www.vpscience.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Bhavesb Patel	02692-230011	9825293238	-	vprptpsc@vpscienc e.org
IQAC Coordinator	Nikunj Bhatt	02692-235207	9586442019	-	drnikunjhatt@vps cience.org

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	20-06-1947

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

State	University name	Document
Gujarat	Sardar Patel University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	24-06-1977	View Document
12B of UGC	24-06-1977	View Document

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

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

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
--	----

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	26-09-2014
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	Academic and Administrative Audit Government of Gujarat
Date of recognition	09-07-2014

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Near Post office, Mota Bazar	Rural	4.02	4480.14

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No. of Students Admitted
UG	BSc, Chemistry	36	twelfth science	English	200	175
UG	BSc, Industrial Chemistry	36	twelfth science	English	60	60
UG	BSc, Microbiology	36	twelfth science	English	100	100
UG	BSc, Botany	36	twelfth science	English	50	50
UG	BSc, Computer Science	36	twelfth science	English	30	20
UG	BSc, Physics	36	twelfth science	English	100	89
UG	BSc, Electronics	36	twelfth science	English	30	30
UG	BSc, Industrial Chemistry Vocational	36	twelfth science	English	30	30
UG	BSc, Zoology	36	twelfth science	English	50	50
UG	BCA, Bachelor Of Computer Application	36	twelfth science and commerce	English	30	30
UG	BSc, Instrumentation Vocational	36	twelfth science	English	30	20
UG	BSc, Mathematics	36	twelfth science	English	200	154
UG	BSc, Statistics	36	twelfth science	English	30	5

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				70				5			
Recruited	0	0	0	0	36	11	0	47	4	0	0	4
Yet to Recruit	0				23				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				19			
Recruited	0	0	0	0	0	0	0	0	9	10	0	19
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				78
Recruited	18	1	0	19
Yet to Recruit				59
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	7	0	0	7
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				16
Recruited	5	0	0	5
Yet to Recruit				11
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	5	2	0	7
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	21	6	0	3	0	0	30
M.Phil.	0	0	0	9	2	0	0	0	0	11
PG	0	0	0	8	2	0	0	0	0	10

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	0	0	3
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	10	0	16

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	0	0	0	0

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

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

Self Study Report of VITTHALBHAI PATEL & RAJRATNA P.T. PATEL SCIENCE COLLEGE

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	1215	4	0	0	1219
	Female	751	3	0	0	754
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	35	25	45	43
	Female	20	31	26	27
	Others	0	0	0	0
ST	Male	52	36	38	32
	Female	61	44	50	42
	Others	0	0	0	0
OBC	Male	230	232	252	185
	Female	140	162	197	157
	Others	0	0	0	0
General	Male	552	654	600	650
	Female	433	535	526	511
	Others	0	0	0	0
Others	Male	40	42	39	35
	Female	2	9	11	13
	Others	0	0	0	0
Total		1565	1770	1784	1695

3. Extended Profile

3.1 Program

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

Response: 13

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

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

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1986	1696	1774	1771	1475
File Description	Document			
Institutional Data in Prescribed Format	View Document			

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

2017-18	2016-17	2015-16	2014-15	2013-14
448	602	618	530	538
File Description	Document			
Institutional Data in Prescribed Format	View Document			

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

2017-18	2016-17	2015-16	2014-15	2013-14
433	326	463	390	422

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
51	51	52	54	52
File Description	Document			
Institutional Data in Prescribed Format	View Document			

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

2017-18	2016-17	2015-16	2014-15	2013-14
75	73	75	71	71
File Description	Document			
Institutional Data in Prescribed Format	View Document			

3.4 Institution

Total number of classrooms and seminar halls

Response: 43

Number of computers

Response: 248

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

2017-18	2016-17	2015-16	2014-15	2013-14
123.40436	61.81957	44.22787	33.93450	66.69301

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Our college is an affiliated college hence; the curriculum is provided by the University. Many of the college faculty members are in the BoS at the University level which helps us to incorporate required changes from different stakeholders at different points of time.

The curriculum deployed as follows:

The college time table committee plans schedule for teaching process according to UGC and State Government Resolutions.

Work allotments:

The Heads of Departments allot teaching duties as per 16 hrs per teacher initially. In case the workload is more, then the teacher available in the department is given few more lectures. Teachers have to maintain a teachers' diary and if on leave, the concerned faculty has to mention adjustment in the leave report. In some instances, where the government has sanctioned no posts, the management has generously appointed Ad Hoc teachers.

For example, the Departments of Industrial Chemistry, Mathematics & Statistics, and English have Ad Hoc teachers appointed by the management.

Academic Calendar:

Academic Calendar is prepared according to the schedule provided by Sardar Patel university and the programs planned for the year. Calendar is provided to each student, faculty and stakeholder for their information. Same is uploaded on institutional website.

Teachers' dairy:

All the teachers are provided teacher dairy for their teaching plans and the record of their co and extra curriculum activities. The Teachers' Diaries have to be signed by the Head of the Dept.the Principal respectively at regular intervals

Deployment of Curriculum:

Regular workshops are organized at the departmental level to understand any changes in the framework of the syllabus and also to chalk out strategies for effective learning process. Most of the teachers teach with the help of ICT facility along with chalk and talk method. In the semester I and II study materials are provided for easy familiarization of students in the college and later students are motivated to use our rich library.

Our special book bank facility is very useful to students in which students are allowed to use books for all two semesters with nominal wear tear Charges.

Links: 1. Academic Calender: http://vpscience.org/images/Calendar_2018.pdf

2. Syllabi: http://www.spuvvn.edu/students_corner/syllabi/bsc/index.php

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

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

Response: 13

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

2017-18	2016-17	2015-16	2014-15	2013-14
01	0	0	0	12

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

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

Response: 273.08

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

2017-18	2016-17	2015-16	2014-15	2013-14
26	29	29	29	29

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

1.2 Academic Flexibility

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

Response: 7.69

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

Response: 1

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

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

Response: 100

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

Response: 02

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Any additional information	View Document

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

Response: 7.12

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

2017-18	2016-17	2015-16	2014-15	2013-14
235	162	80	0	143

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

As an affiliated science college student are taught prescribed curriculum suggested by the University. In order to create awareness in the students about globally relevant cross cutting issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics.

Environmental studies:

The college has introduced a two-credit course on Environmental Science in Semester I and II students

Add on Courses:

College has introduced thirteen add-on courses as vocational training. Out of them "Science and Spirituality", "Wildlife Study", are introduced to expose students to cross-cutting issues.

Intellectual Rights:

College conducts Seminars on Intellectual property Rights [IPR] for students and faculty to create awareness about ethical issues in science and research.

Equal opportunity awareness:

Gender sensitization activity, human rights, reservation and scholarships awareness are spread through seminars and personal counselling.

NSS/NCC:

Conducts NSS camps for environment, Social, Gender Issues, creating separate space in the library which houses holy books on all religions [focusing on human values]. NCC also encourages and motivates students to participate in RDC and other camps to inculcate discipline and patriotism.

To reinforce the feeling of secularity, patriotism and nation building, a Vivekananda corner has been set up in the college library that houses books on the life and works of Swami Vivekananda.

File Description	Document
Link for Additional Information	View Document

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

Response: 2

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

Response: 2

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 3.22

1.3.3.1 Number of students undertaking field projects or internships

Response: 64

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

1.4 Feedback System

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

A) Any 4 of the above

B) Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B.Any 3 of the above

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

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analyzed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

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

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

--	--	--

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0.77

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

2017-18	2016-17	2015-16	2014-15	2013-14
21	15	14	11	7

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

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 97.91

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

2017-18	2016-17	2015-16	2014-15	2013-14
718	921	805	1168	794

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

2017-18	2016-17	2015-16	2014-15	2013-14
900	900	900	900	900

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

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

Self Study Report of VITTHALBHAI PATEL & RAJRATNA P.T. PATEL SCIENCE COLLEGE
applicable reservation policy during the last five years

Response: 41.98

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

2017-18	2016-17	2015-16	2014-15	2013-14
267	215	262	157	229

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

2.2 Catering to Student Diversity

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

Response:

Students performance Identification:

- *Performance based on 12th slandered*
- *Making merit based on JEE and GUJCET after admission*
- *Performance test taken in first month*

Policy for slow learners:

A Large number of our students come from rural areas and from regional medium schools. So, all the faculty members use a bilingual method in the initial weeks so that the students do not feel left out.

Departments also run Bridge/Remedial courses for the needy students. Teacher counselors are well aware of performance of the students. They keep evaluating the students by asking questions in class rooms, conducting unit tests, giving them assignments and discussing question paper and result of internal tests. Personal care is also taken by teachers wherever possible.

Students are divided into batches of 25-30 students allotted to one teacher each who is their counselor. The counselor meets the students every week at an allotted time. The idea is that rapport needs to be built between the teachers and the taught so that they can freely discuss issues related to their academics, hostel, financial or even personal problems. Many times, the counselor also speaks to other faculty to sort out and teaching learning issues.

File Description	Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio	
Response: 38.94	
File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls	
Response: 0	
2.2.3.1 Number of differently abled students on rolls	
File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

<p>2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</p> <p>Response:</p> <p><i>In our college, we make whole hearted efforts to make learning student centric.</i></p> <p><i>Theory Classes Theory classes are an important component of teaching learning process. It should be noted that all the academic excellence awards given by the University are based on marks scored in theory papers. In Semester I & II, the teachers make concentrated efforts to acclimatize the students from interior regions, rural areas, and regional medium students. As the students get used to the new environment, the lectures progress from being bilingual to interactive and collaborative learning</i></p> <p>Practicals:</p> <p><i>A lot of importance is attached to practicals in the pure science courses and applied science courses. All the practical courses are of two credits. Besides, efforts are also made to constantly update the laboratories.</i></p> <p>Each student of:</p> <p><i>Semester I & I students perform two hrs each in Biology I&II/Math's I & II, Physics four hours,</i></p>

chemistry 4hours, English two hours per week.

Semester III and IV students- Three hours for core subjects and three hours for subsidiary subjects per week and Semester V and VI students- 12 hours per week.

Seminars:

Students are also given the opportunities to present seminars both individually and in groups which covers different portions of the units of the syllabus. This exercise promotes self learning and also presentation skills.

Study tour:

Students are also taken for study tour and field trips to compliment theory curriculum.

File Description	Document
Link for Additional Information	View Document

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

Response: 101.96

2.3.2.1 Number of teachers using ICT

Response: 52

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

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

Response: 38.19

2.3.3.1 Number of mentors

Response: 52

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning**Response:**

College is follows the traditional chalk and talk methods to remain connected to the students'. Traditional method is the process of dialogue to initiate students to solve their curiosity. But as a recent trend our college has also adopted new technology for teaching learning in the class as well as in the laboratory.

ICT Enabled classrooms:

All our classrooms are fitted with projectors. One out of two theater class rooms also has an interactive smart board ..

Innovative "Knowledge Repository":

Our college has created an innovative "Knowledge repository" in which all the power point presentations, videos, and links of our "you tube" videos and websites of education are kept.

Digital Library:

Our library is also a good source of learning; it is connected with INFLIBNET and soul software. Our college has subscribed N-List where more than 75000 E-journal and E-Books are available.

e-Content:

Our one of the Associate Professors and IQAC coordinator has created animated videos for Zoology students through which students can learn theory as well as practicals online any time any were.

www.zoologyexperiments.com , on INFLIBNET ,

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality**2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years**

Response: 71.3

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

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years**Response:** 66.17**2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
34	34	34	35	35

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

2.4.3 Teaching experience per full time teacher in number of years**Response:** 23.94**2.4.3.1 Total experience of full-time teachers**

Response: 1221

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 15.38**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
5	2	1	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

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

Response: 0.27

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

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

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

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

Response:

The college conducts one internal evaluation every semester for both theory and practicals.

We used to have unit wise monthly assessments for semester V and VI students'. However, due to paucity of adequate number of permanent teachers, it was very challenging to timely evaluate the papers. Therefore, we started giving the students' assignments, unit wise presentation tasks, and seminars Presentation tasks along with a traditional question papers as part of internal evaluation. And for first year students, assignments are given.

Remedial coaching:

Remedial classes are organized every week for each class in each paper. Teachers conduct problem solving sessions in it, and complex topics are re-taught. Absentees are also called to attend the classes to cover the topics which they missed.

File Description	Document
Link for Additional Information	View Document

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

Response:

Curricular examination Evaluation:

Individual faculty sets the papers as per the norms of the University and the college. The faculties have to assess the answer books in the college only.

The college has a practice of showing answer sheets to the students after every exam and even in unit test. It helps students to improve the mistakes made in answer sheets and resolve any grievances that the students may have with regard to assessments.

The mark sheets are then prepared and displayed on the departmental notice board for students' to verify the entry.

Co-curricular evaluation:

Every department organizes students' seminars for their presentation performance. Assignments are given to review their writing skills. Practical journals are also assessed in every practical session.

File Description	Document
Link for Additional Information	View Document

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

Response:

As a normal practice evaluated papers are shown to the students to check how they performed, where they mistaken totaling of marks. In case students are not satisfied with the evaluation they are free to approach the concern teacher on the spot and the head of the department for redressal. And if changes are made, the same is immediately notified to the head and marks sheet entries are also updated.

The final mark sheets are then displayed on notice board by the exam section to convey to the students. At this level one more chance is given to students to verify their marks which they shown during the paper review.

To resolve grievances student can approach by following steps.

Student can approach to the head of department with their written application for forwarding to the examination section

Issued will identified and fixed and forwarded to the department

The mark sheets are corrected before they submitted to the university for internal mark entries.

In addition some students drop their complaints in suggestion box; we also entertain them to resolve it.

File Description	Document
Link for Additional Information	View Document

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

Response:

The committee consisting of Principal and Ex-officio in-charge of Academic Calendar Committee prepares the academic calendar well in advance before the commencement of the semester. The calendar outlines the semester class work schedule, internal examinations schedule and tentative external examinations schedule, and other extra-curricular schedules.

This academic calendar is distributed to each student and faculty members before the commencement of the semester.

By and large, we do follow the calendar and whatever minor changes occur are due to change in the examination schedule by the university.

Time table committee prepares the curriculum time table by keeping calendar in mind. Faculty members prepare and plan their lecture schedule according to the academic calendar.

Academic time table also contains schedule of internal examinations schedule. So the students can plan their studies as per the schedule.

File Description	Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The college offers two programs : BSc and BCA

The college offers BSc courses are in pure and applied sciences .The Pure sciences like Physics, Chemistry, Mathematics, Botany, Zoology, Micro-biology help the students gain a basic understanding of fundamental concepts, theories and laboratory techniques , develop the ability to think critically and work independently. While for applied courses like Industrial Chemistry (Vocational) and Instrumentation, the students not only learn the basic concepts and industrial application but also gain a fundamental knowledge about entrepreneurship too. This lays a firm foundation for higher educational goals of Post Graduate degree PhD, joining research labs, and setting up own industries in case of those with applied sciences background.

As far as BCA course is concerned, students develop the ability to learn about Digital Design and Computer Organization, functions of various hardware components, in depth understanding of sequential Combinational circuits realization of different combinational/sequential circuits, different stages of an instruction execution, working and relation of different hardware components, understand computer buses and input/output peripherals. All these prepare them for higher degree like MCA, MSc.(IT) and also to set up their own business in the related fields.

Since ours is an affiliated college, the syllabuses that we have to follow are prepared by the Boards of Studies of the University. The Course outcomes and program outcomes are mentioned by our college and uploaded on the website for students to refer. At the same time every faculty engaging course does inform the students about the expected learning outcomes of each course. So the students are aware about what they will learn at the end of the course, and at the program at the completion of BSc in that particular subject.

File Description	Document
Link for Additional Information	View Document

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

Response:

To achieve the outcome of Course, Programs and specific programs are followed as below:

Direct evaluation: *External examinations including theory and practicals have 70% weightage and 30% weightage includes internal examinations, assignments, and attendance and project presentations.*

The students are required to prepare and present unit wise seminars, projects, and assignments as part of Formative assessment for internal evaluation in each semester. Each department conducts such assessment according to their own departmental schedule. And the summative assessment is according to a centralized schedule applicable to all departments uniformly.

Indirect evaluation: *each department organizes curricular festivals viz. “Compu-Carnival ”, “Zoofest” “Sciencefest” in which external evaluators are invited to assess their creativity in the field of the*

subject. At the end of the year an “Exit Meet” is conducted by IQAC to survey the strength and the weaknesses of the institutions and the system to rectify in future.

[University results data/ departmental result data]

File Description	Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 86.61

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

Response: 427

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

Response: 493

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.6

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 190076.85

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

2017-18	2016-17	2015-16	2014-15	2013-14
1.77	19.37636	190000	2.25	53.45300

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

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

Response: 0.29

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

Response: 15

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

Response: 51

File Description	Document
Supporting document from Funding Agency	View Document

3.2 Innovation Ecosystem

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

Response:

The college is one of the premier colleges in the state. Before getting A Grade and NIRF 61st, ranking it was recognized by the state government and awarded “Best Science College” thrice consecutively. This happened only because of academic environment of the college.

Ecosystem for students:

In-house activities:

The students are given seminar topics and project work that Encourages critical thinking. The college has a Science Association that conducts “Science Fair” to ignite research thought in the students, here working models are prepared and assembled by the students and in the exhibition they have to explain its principle and the working

Departments also arrange innovative ideas in the students, viz. ‘Zoo-fest” where students of Zoology demonstrate their ideas,” Compu-carnival” to tap students’ skills in programming and logic.

Organizing Seminars/conferences:

DepartmentsofCollegeorganizeResearchseminars,workshopsandconferences[Detailgivenin3.2.2]to maintain the research environment. Faculty members from different colleges and State are invited for participation. College students and faculty members also get opportunity to present their ideas and research.

Off campus activities:

Students are sent to various institutions to attend seminars and workshops; they are also sentto get hands-on training for the use of research equipments and other instruments.

NSS Creativity corner:

Students of NSS along with other students spend their spare time in creativity room to cultivate their innovative ideas for social benefits.

Ecosystem for Faculty members:

Research Cell:

Research committee formed with the members who are actively involved in research. Every research proposal, pre-Ph.D. presentation, research progress presentation and post research presentations is conducted by research cell for scrutiny and recommendations.

E-Content Development:

One of four faculty member and IQAC coordinator has proposed an innovative idea to MHRD and received project for e-content in the Subject of zoology. The e-content is taught at our institute and at the various universities teaching the concerned subject.

Financial Assistance:

Faculty members are provided financial assistance for presenting papers in the conferences, and to attend FDPs.

Transfer of knowledge:

Wi-Fi Campus:

College campus is free Wi-Fi zone for our students and faculty members. Moreover every department is also connected with LAN to enable paper less governance.

N-List membership:

Our college is a member of INFLIBNET N-List which is furnished with more than 75000 e-journals and e-books.

File Description	Document
Link for Additional Information	View Document

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

Response: 1

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

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

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

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

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

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

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 0.69**3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
27	38	37	31	45

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

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**Response:** 1.63**3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
3	9	20	38	15

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

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

Response:

To communicate and sensitize students to social issues and for their holistic development and to make them understand their social responsibility, and to take them class rooms to real life, we have an active NSS [National Service Scheme] which consists of two NSS coordinators, one woman faculty members and 5 student members. This committee performs a unique mentoring process through which many social activities are conducted in neighboring society.

- ◆ *Blood donation, waste plastic collection, plastic Tricolour collection on national festival,*
- ◆ *Awareness about Jandhan yojana, Swachchh Bharat Abhiyan in house toilets, BetiBachao-BetiPadhao, Vyasana Mukti (about De-addiction), Street Play about voting awareness, Back to Nature Awareness Program, Prabhat-Feri. Shram-Dan, Swine flu Awareness.*
- ◆ *Activities to celebrate the birth anniversaries of Mahatma Gandhi and Swami Vivekanand, Sardar Patel and to spread their message.*
- *Developed Swami Vivekanand Corner in the library to spread patriotic awareness to the society.*

File Description	Document
Link for Additional Information	View Document

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

Response: 6

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

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

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

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

Response: 34

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

2017-18	2016-17	2015-16	2014-15	2013-14
09	07	08	10	0

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

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

Response: 31.98

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

2017-18	2016-17	2015-16	2014-15	2013-14
1133	490	714	597	0

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

3.5 Collaboration

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

Response: 13

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	4	5	3	1

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

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

Response: 0

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

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

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document



Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The institution has all the adequate facilities for teaching- learning process details of class rooms is as follows:

Class rooms:[I C Technology Enabled]

Our college has sufficient infrastructure for learning methodology:

9[nine]ICT enabled class rooms

2 [Two] theater cum Auditoriums and one (01) Smart board enabled class room

3[three]class rooms are used for practicals and theory both

Laboratories:

4[four] chemistry laboratories

2[Two] Industrial chemistry laboratories

2[two]mathematics laboratories

1[one] Microbiology laboratory

4[four]Zoology & Botany laboratories

4[four] physics laboratories including Dark room

2[two] Electronics and Instrumentation Laboratories

3[three] Computer laboratories including Internet Lab

Research Laboratory:

1[one] chemistry research laboratory

1[one] Microbiology research laboratory

1[one]Electronics Research Laboratory

1[one]Physics Research Laboratory

1[one]Botany Research Laboratory

Language Laboratory:

There is one full fledged Language Laboratory for English Practical Session

Library Reading Room:

The college has separate building and a reading room which can more than 150 students.

Computing facilities: 233 total Computers are installed in the laboratories and different departments: [List Attached]

Creativity Room:

NSS has developed creativity room where students can develop their creative ideas in spare time.

File Description	Document
Link for Additional Information	View Document

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

Response:

Our college has a well-maintained campus spread over 8 acres green land. We believe in the all-round development of our students.

There is a lot of encouragement for the students to participate in sports and Cultural activities simultaneously and thus they are awarded and rewarded for their achievements.

Sports facilities:

The college is the oldest college in the campus and has all the sports facilities. College appointed has a Qualified PTI to take care of day to day games and sports activities of the college. Students are called for practice from early morning and in evening for every day practice for various games. This has resulted the college students winning many championships and awards. [Detail will be given in Criterion 5]

Out Door games:

A lush green Shastri ground for football, basketball, cricket and athletics

A Separate Tennis Court.

For Indoor Games:

A well-equipped Gymnasium and woodenfloored Badminton court is in the close vicinity of the college. For routine practice, a indoor Badminton court is set up in Central Hall with mobile net and a Table tennis facility has also been set up in the Central hall of the college.

For Cultural Activities:

Central Hall with good acoustics [auditorium A largest cultural hall among all the colleges in this area is used for practice as well as for organizing functions, exhibitions poster presentations etc,

A BISAG hall installed with LED television for Educational programmes telecasted by Government of Gujarat, is also set up.

File Description	Document
Link for Additional Information	View Document

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

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 43

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
Link for additional information which is optional	View Document

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

Response: 6.57

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

2017-18	2016-17	2015-16	2014-15	2013-14
8.27560	7.57718	2.59000	1.74624	1.93788

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

4.2 Library as a Learning Resource

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

Response:

The library became fully automated in 2006 and all the books are circulated with Barcode system. The process of book - issue/return transaction becomes faster. So all students and staff members have been issued I card with Barcode. The library uses UGC.INFLIBNET SOUL software. It is useful in services like cataloguing, circulation, serial control, OPAC, Administration, etc. Library also uses SOUL 2.0 Software to manage and circulate the books to the users. Reports of various types are generated through this software from time to time as per requirement.

File Description	Document
Link for Additional Information	View Document

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

Response:

The college, as mentioned earlier, was established in 1947. The College library was set up in the same year. Since then, the college has made great efforts to enrich the main knowledge resource centre by continually adding more and more books to the collection. Today, we have a collection of over 54000 books. This also includes quite a few rare books. The presence of rare books in the library is a proof of the continuity of tradition of valuing knowledge and the importance accorded to it by the authorities.

The collection of rare books includes titles ranging from biographies, religious books, encyclopedias, correspondences, the college magazines from the very first year of the college. We are very proud of these college magazines as they are a living testimony of historical years.

File Description	Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

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

Response: 2.1

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

2017-18	2016-17	2015-16	2014-15	2013-14
4.96010	2.43908	1.01348	1.24816	0.86385

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

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

Response: No

4.2.6 Percentage per day usage of library by teachers and students

Response: 5.11

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

Response: 104	
File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi Response: <p>Since the IT revolution, all sectors, including education have welcomed computers and projectors. They have heralded sweeping changes in the way teaching, administration and managing data is done. The college has been alive to the needs of the college in terms of IT infrastructure. Today, we have 240 computers in different labs of the college. This also includes 10 computers in the college reading room. The campus has also been made WI-FI. We do have a separate Internet lab. We have also distributed tablets supplied by the Govt. to students at subsidized rates.</p> <p>All departments are also given laptops which the staff can take to classrooms. At the same time, all classrooms are equipped with multimedia projectors.</p> <p>The college library is also fully computerized with SOUL 2 software. All books and Id cards are bar coded for the ease of issue and return of books.</p>	
File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio Response: 8.01	
File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line) >=50 MBPS 35-50 MBPS 20-35 MBPS
--

5-20 MBPS**Response:** 5-20 MBPS

File Description	Document
Any additional information	View Document

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

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

4.4 Maintenance of Campus Infrastructure**4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 75.01

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
116.96875	46.52948	31.72079	25.07379	39.60153

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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

Purchase and Maintenance are regulated by our trust Charutar Vidya Mandal which has well established system & procedure for maintenance and utilization of available supporting facilities.

Library :

Library is fully computerized & it is equipped with SOUL 2.0 software. Any issues/problems regarding software package we call them for service. They provide us quick service by online or by physically. Pest control is done in library regularly for preserve books safe from termites and Silverfish. fire extinguishers are kept in library for fire emergencies.

Electricity & Physical facilities:

Electricity and physical facilities related maintenance is taken care by the Estate Department regularly as per requirements. College has various equipments like, 3 photocopier machines, printers, fire extinguishers, CCTV cameras, Audio system, Digital Camera, Inverter and UPS etc.

Academic, IT Facility and support facilities :

Teachers of the college use ICT for teaching. College has OHP/LCD projectors, computers etc. The maintenance contract of the above IT equipments is given to TtechElecon Engineering Ltd, V V Nagar.

Class rooms:

The Class rooms are well maintained and kept neat and clean by our permanent college sweepers. The maintenance of garden, security services and cleaning of toilet blocks has been out-sourced.

File Description	Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 23.23

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

2017-18	2016-17	2015-16	2014-15	2013-14
429	358	437	394	392

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

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

Response: 23.23

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

2017-18	2016-17	2015-16	2014-15	2013-14
429	358	437	394	392

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document
Any additional information	View Document

Number of capability enhancement and development schemes –

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Link to Institutional website	View Document

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

Response: 8.88

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

2017-18	2016-17	2015-16	2014-15	2013-14
217	220	162	81	100

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

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

Response: 1.13

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

2017-18	2016-17	2015-16	2014-15	2013-14
35	46	12	9	0

File Description	Document
Details of the students benefited by VET	View Document
Any additional information	View Document

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

Response: Yes

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

5.2 Student Progression

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

Response: 13.16

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

2017-18	2016-17	2015-16	2014-15	2013-14
126	79	30	16	8

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

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

Response: 64.9

5.2.2.1 Number of outgoing students progressing to higher education

Response: 281

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

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

Response: 9.6

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

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

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

2017-18	2016-17	2015-16	2014-15	2013-14
22	12	14	15	26

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	View Document

5.3 Student Participation and Activities

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

Response: 26

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	4	3	7	5

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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

Response:

The College has a policy for the dynamic participation of the students in the various academic, cultural

and administrative bodies and other day to day activities. This prepares the students for leadership roles, organizing events team work, execution skills.

Selection Policy:

Selection of General Secretary and Class representatives are based on merit. The entire procedure is executed as follows:

- ♦ Highly meritorious students [Boy or Girl] from Semester V depending on their merit and interest are invited to the student council.
- ♦ The selection of GS is purely based on merit, interest and willingness After the selection of GS, meritorious students from each class are called for the post of Class Representatives.
- ♦ In our college student council is known as Students' Central Committee.

Government of Gujarat's initiative knowledge Consortium of Gujarat introduced and provides funds for the students' activities called 'Saptadhara'. We also follow the Govt. guidelines to form various committees which has seven cultural activities as the name SaptaDhara suggests.

- ♦ Applications are invited from interested students for various the posts of Secretaries for selection process. Each Dhara [committee] has a Faculty In charge and student(s) as Secretaries or members

Class representatives:

The **Class representatives** bring forward the views and suggestions of the entire class with respect to the faculty, subjects, syllabus and other things related to the class. As mentioned above, CR is normally the class topper. The Student Council helps students share ideas, interests, and concerns with lecturers and principal. They often also help raise funds for wide activities, including social events, community projects, helping people in need and college reform through alumni funding

Various programs viz. cultural and sport events are organized by these bodies every year. These clubs also facilitate the students participation in events and competitions held by other institutes. Each club comprises of a faculty and student secretaries

Science club:

This club deals with activities related to science and knowledge like Science Quiz, Science Exhibition, seminars, and poster presentations

Fine Arts Club:

This club deals with activities related to Painting, Clay Modeling, Rangoli, etc

Cultural Club: This club conducts activities related to dance, drama, music, and singing.

Literary Club: This club conducts activities related to literary activities like article and poem writing for annual college magazine.

Nature Club: The Nature club is involved with environment related activities like Tree plantations, visit to sanctuaries, campaigns against plastic use etc

Debate Club: This club conducts debates and elocution competitions

Sports club: This club selects and trains students for various inter-class and inter-college tournaments

NSS: The NSS unit conducts various activities like blood donation, thalassemia awareness and testing camp, One day camps , 10 days annual camp, plastic flag collection from roadside on National festivals etc

NCC: The NCC Unit for both boys and girls conducts regular parade, Republic Day and Independence Day Celebrations, participation of cadets in various camps within Gujarat and across India.

The funding for various activities of the internal college bodies is provided by the College Management.

File Description	Document
Link for Additional Information	View Document

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

Response: 15

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

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

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

5.4 Alumni Engagement

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

Response:

V P & R P T P Alumni Association has a strong mechanism. All the alumni can register themselves online

through registration on the webpage. It acts as a bridge between the former students, current students and stakeholders. The institute regularly interacts with the V P & R P T P Alumni Association and through it also organizes Mega Alumni meet once a year and collects the addresses of the Employers through the feedback given by the Alumni. The V P & R P T P Alumni Association have good revenue through alumni funding presently has more than Rs 8,00,000/-

Events:

Mega Alumni Meet

Dinner gathering

Financial help to poor students

File Description	Document
Link for Additional Information	View Document

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: ? 5 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

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

Response: 3

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	3	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Report of the event	View Document



Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Mission

"We dedicate ourselves to the continuation of our founder's vision of scholastically uplifting rural youth along with value education to prepare globally competitive citizens who contribute towards nation building".

Vision

To educate, empower and prepare globally competitive human resource through knowledge, employability, entrepreneurship skills by creating an environment conducive to learning and research in sciences, and critical thinking there by leading to creation of a strong institution through close affinity with its alumni.

Goals

To create and nourish a stimulating learning environment that ensures a globally relevant education, based on eternal human values.

a) To forge and reward excellence in the curricular as well as extracurricular sectors so as to ensure the Scholars' global competitiveness

b) To tap, nurture and unleash the innovative entrepreneurial abilities of scholars and thereby ensuring lifelong socio-economic value addition.

c) To evoke and embellish the finest traits of human excellence that can dovetail into a sustainable career growth curve.

d) To affiliate, associate, liaise or otherwise synergize with any institution body, entity, ethno-cultural Diaspora and the overall global fraternity in any form whatsoever, in support of the above.

e) To initiate, consolidate and extrapolate any objectives, function and activities in support of the above.

As stated in the vision mission statement, the college management is committed to strive tirelessly to strive To fulfil the lofty goals that the founding fathers had envisioned when this college was set up in this wilderness that this place was before 1947.

They work on the concept of participative management. That is to say that, decisions are not imposed on the faculty members by the Principal.

Rather, all policy matters with regard to the day to day matters are discussed in the meeting of the Academic council. Even after this, if any faculty has a suggestion to implement in a better way, he/she is free to approach the principal. Besides, if a faculty member or members manage a committee, for example Prize Distribution committee, the committee works out the best possible decisions in consultation with the principal. Once the decision is taken, the Principal also does not interfere in the process. Attempts are made to involve all the teachers in one team or the other to increase their engagement and involvement. This also enhances the faculty's self esteem and self worth. It has been the Endeavour of the college to be transparent, be scrupulously fair and be open to scrutiny in all its dealings.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

The college does have a system wherein each department enjoys some autonomy about decisions taken as long as they are in the interest of students and the institution. Each department has a head who works as the intermediary between the Principal and the members of the department. The Principal, who is of course the overall head of the institution, does not interfere with the Head of any Dept regarding the allotment of periods to different faculty unless there is serious conflict.

Moreover, the departments also have the autonomy to adjust lab sessions within the overall frame work if they do not clash with other classes. If a faculty has to leave the campus for some time due to some academic work, he/she can go simply go after informing the head. A faculty is allowed to air his/her grievance to the Principal directly or through the Head. If a faculty has to be on leave, he/she has to inform the respective Head in advance who then makes an alternate arrangement for his/her classes as far as possible. Each department is also free to order the practical journal for students from any source as long as the work is done on time and students are benefitted.

The college also has a Students' Central Committee. Its operational head is the Vice President who enjoys partial autonomy, is selected every year. This Vice President is free to select Ex-Officios(Faculty) in consultation with the Principal for various portfolios. The ex-officious select participants for each event as per interest and ability.

Participative Management:

The institution always follows and promotes a culture of participative management. We can say this because the most important decisions are mostly taken jointly by the Principal and the Heads of the various departments. Besides, when it comes to purchasing of new equipment, each department is asked to submit their requirement as per priority. Even when policies are decided and framed, the faculty is taken into confidence. All faculty members are free to express their opinions and suggestions which the principal does take into consideration. The students are also made a part of the scheme of things. For the smooth conduction of events, all the student secretaries are called to attend the pre event meeting. They are also entrusted with the responsibility of maintaining discipline in the college and during the events. Their suggestions are also taken into considerations.

File Description	Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

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

Response:

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

Regular meetings of the Councils (Governing body, Management and IQAC)

- ◆ The feedback system (Regular feedback from Stake holders, Alumni Members, and Students)
- ◆ IQAC Academic Audit Team visits the departments (once in a Semester).
- ◆ Regular visits of the Principal to the departments and interaction with heads of the departments
- ◆ Heads of the departments monitor the system of each department regularly.
- ◆ Faculty meet for feedback twice in a semester.
- ◆

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

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

Response:

Organogram, Service rules, Recruitment and promotional policies are on website: link....

Service Rules:

The institution strictly follows the service rules according to the UGC and Government of Gujarat norms. It's been uploaded on the website too. The institution working hours are set according to UGC and UGC and Government of Gujarat norms. The teaching and non-teaching faculty have been benefited by GPF, EPF [self finance] Casual Leave, Earned Leave, Medical Leave and Maternity leave etc.,

Recruitments are taken place according to the norms of the University, UGC and Government of Gujarat.

Promotional policies:

The institution follows UGC and Government of Gujarat norms for promotions. Self finance staffs are promoted according to the norms of the trust.

Grievances Redressal Cell

Purpose:

Grievances Redressal Cell is formed in order to keep the healthy working atmosphere among the staff, students & parents. This Cell helps Staff, Students & Parents to record their complaints and solve their problems related to academics, resources and personal grievances. Ragging Complaints will be handled as per ragging policy of V.P. & R.P.T.P. Science College. Separate policy is in place for dealing with the complaints about women's harassment

Scope:

All Students, Parents & Staff of College can lodge their complaints regarding above mentioned problems

Impact:

To uphold the dignity of the College by ensuring strife free atmosphere in the College by promoting cordial student to student relationship, student to teacher relationship and staff to staff relations.

Functions:

To make all necessary arrangements for receiving representations/ complaints/ grievances from students relating to general administration, examination and evaluation and any other problems relating to the functioning of a student in the college.

1. *To examine the grievances.*
2. *To make necessary recommendations.*
3. *To hand over the grievances relating to examination and evaluation to the Registrar (Evaluation)*
4. *To do all such things as may be assigned by the principal.*

Committee:

The principal of the college in his Co-ordinatorship shall appoint a committee to function as Grievances Redressal Cell. The cell consists of at least 5 members from various departments of the college. The Committee has tenure of one academic year. The committee shall meet at least once a year and as and when required.

Facility:

Suggestion / complaint Boxes have been installed at different places in the College campus in which the Students or staff, whoever wants to remain anonymous, put in writing their grievances and their suggestions for improving the academics/administration in the College. They are opened and those which need attention are taken seriously .For instance, there were suggestions for an extra ladies room and facility for easy availability of sanitary pads .The college eventually set up one more ladies room with sanitary pad vending machine and pad incinerator. There was a suggestion for exclusive parking for the students. Even that has been implemented.

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

6.2.3 Implementation of e-governance in areas of operation.

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administrationetc	View Document

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

Response:

- College has twenty one various committees other than the Students' Central Committee. Senior faculties are the coordinators of these committees.
-

All the committees are meeting twice in a semester to plan and execute the activities. The coordinator will meet to the Principal with the minutes of the meeting for the approval.

Library Committee:

- *To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.*

To provide for proper documentation services and updating the Library collection.

To work towards modernization and improvement of Library and documentation Services.

To formulate policies and procedures for efficient use of Library resources.

To review Library readership dept-wise

To adopt measures to enhance readership

To prepare budget and proposals for the development of the Library.

To recommend to the authorities the fees and other charges for the use of the Library

To seek feedback on Library functions from readers.

To submit the annual report on the functioning of the library

To take measures to increase the membership of the Library beyond the boundaries of the College.

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

6.3 Faculty Empowerment Strategies

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

Response:

Welfare scheme for Employee:

List of Welfare measures provided by institute for teaching and non-teaching staff:

- 1. Faculty members are encouraged to take up/join self development programs and higher education.*
- 2. Group insurance scheme for teaching and non-teaching staff.*
- 3. Various leave is available to teaching and non-teaching staff are vacation leave, casual leave, Earned Leave, medical leave, and maternity leave for ladies staff.*
- 4. Discounted fees for research test at our DST funded research center SICART*
- 5. EPF [Employee Provident Fund] for Self Financed teaching and non-teaching staff.*
- 6. Loan facility is available for institute staff through Departmental welfare clubs*
- 7. Doctor and basic medical consultation are available in campus by CVM.*
- 8. The Institute has tie-up with University Health Centre. Health cards are issued by the University to affiliated institutions employees to provide medical laboratory facilities and consultation at highly subsidized rates*
- 9. Accommodation facility for Teaching and non-teaching staff.*
- 10. The class III & IV employees get the facility of advance for buying grain/oil/ and for festival. Most of the employees avail of this facility*

11. Our Trust CVM also provides Ex-Gratia Death benefit to the in service employee.

File Description	Document
Link for Additional Information	View Document

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

Response: 2.74

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	0	1	0	0

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

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

Response: 2

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

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

File Description	Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

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

Response: 2.69

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

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

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

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

Response:

The IQAC of the college designed a detailed academic audit document. The audit included 32 metrics to cover each and every activity, academic, administrative, co & extracurricular etc. to evaluate the faculty on a given scale.

This audit is conducted at the end of the each academic year wherein, the faculty completes the format and attaches supporting documents and forwards the same through the Head. The head also has to give his or her feedback about the faculties' efficiency, commitment, sincerity on a five point grade scale. The principal also gives his feedback about the faculty on the same scale. After the analysis, the average is worked out the report of each faculty duly signed by the principal, is given to each faculty confidentially and the faculty getting the highest point is honored on the annual day.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The CVM conducts the internal audit of the college every financial year.

This is followed by the external audit by CVM nominated Chartered Accountant every year. The External audit also carried out by AG (accountant general) audit and DE (Director of Education) Audit.

In case of any audit objections, a written clarification along with supporting documents/vouchers/bills/receipts /certificates/ are submitted to the Audit team to account for the expense incurred or funds used appropriately according to the head for which they were allocated.

File Description	Document
Link for Additional Information	View Document

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

Response: 26

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	5	21	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

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

Response:

Our College is a Grant in aid Institution where funds are generated through UGC grants; State

Government grants and Especially from CPE phases I & II Grants. In the self-financed courses, the funds are generated through the fees paid by the students. Deficit is managed by the trust.

Additional funding is obtained from by faculty members from funding agencies like MHRD, UGC, DST and University through Research proposals. These funds are utilized for the research and laboratory development. The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development.

Institutional budget is prepared by Principal every year taking into consideration the recurring and non-recurring expenditures.

Accordingly, all the administrative and academic heads are requested to submit the budget required for the subsequent financial year. All the major financial decisions are taken by the Institute's Local Managing trust.

All the major financial transactions are analyzed and verified by the governing body under different heads. Most of the heads are taken under AMC or rate contract under the following heads:.

*Research & Development
Software & Internet charges
Library Books / Journals
Building Repair & maintenance
Stationary
Equipment & Consumables*

Procedure of utilization of funds:

1. Institute adheres to Utilization of budget approved for academic expenses and administrative expenses by management.

2. After final approval of budget, the purchasing process is initiated by purchase committee which includes all head of departments and account officer. Accordingly, the quotations are invited and after the negotiations purchase order is placed.

3. The payment is released after delivery of the respective goods it is done as per the terms and conditions mentioned in Purchase order.

4. All transaction has transparency through bills and vouchers. The bill payments are passed after testing & verification of items. Only authorized person operate the transaction through bank.

5. Respective faculty member ensures that whether suitable equipment/machinery with correct specification is purchased.

6. The entire process of the procurement of the material is monitored by the Purchase committee and Principal at institute level then the finance department at corporate office level.

7. Financial audit is conducted by chartered accountant every financial year to verify the compliance.

8. Financial audit by trust[as internal audit], Higher education and AG audits are also conducted

6.5 Internal Quality Assurance System

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

Response:

Quality Assurance Policy:

“To Pursue global standards of excellence in all our endeavors encompassing teaching, research, consultancy and continuing education and to remain focused in our core and support functions in that direction to hold ourselves accountable to our stakeholders, through embedded processes of self evaluation and continuous improvement.”

Functions of IQAC:

- Development and application of quality benchmarks / parameters for the various academic and administrative activities of the institution
- Maintain Institutional Quality for sustainable position in education
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- Dissemination of information on the various quality parameters of higher education
- Organization of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes / activities leading to quality improvement
- Optimization and integration of modern methods of teaching, learning and evaluation
- Ensuring the adequacy, maintenance and functioning of the support structure.
- To obtain feedback responses from students, parents and other stakeholders on quality-related institutional processes

IQAC of our college is performing many important functions for the betterment of the institution like Writing RAR, participation in AISHE, NIRF ranking, IQAC news letter, Knowledge repository, Faculty Development Programmes, Online Feedback and many more. Out of them two are elaborated as follows.

Best Practice 1.

Faculty development program:

The college is regularly organizing faculty development programs to ensure the quality of faculties and provide them a platform to raise their quality and skills according to current needs. In addition, faculty members also go to other universities and centres orientation and refresher courses where they can get extra knowledge and skills.

Best Practice 2.

Online Feedback of students:

The college has also developed computerized online feedback system. Students give their feedback on faculties as well as on several points. The results are then distributed among faculties for their kind perusal. Faculties can develop themselves according to feedback given by students.

File Description	Document
Link for Additional Information	View Document

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

Response:

IQAC Of the college is always working towards the quality assurance in the institution with the following Goals.

To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Knowledge Repository:

Knowledge Repository: This is one of the unique practices that include use of ICT in teaching learning process. Faculties at college upload their material, videos, content regarding syllabus on college website. From here students can download it any time. It provides students an opportunity to study from anywhere as in the era of technology, knowledge is just a one click away

MoU with A grade institutions

Our college has MoUs with other A grade institutes of the state. It offers faculty members an opportunity to study the practice going on in other colleges and they can adopt any if they find it better.

File Description	Document
Link for Additional Information	View Document

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

Response: 5.6

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	12	4	6	3

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

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

Our college continuously works for quality enhancement initiatives in the academic and administrative areas. The previous Peer team's recommendations were looked into immediately.

The following are the Recommendations:

- ♦ Take measures to get autonomous status to the college.
- ♦ Introduce viable value added job oriented courses.
- ♦ Take measures to develop communication and soft skills of students.
- ♦ Encourage faculty to attend and convene more National level Conferences.
- ♦ Generate more resources through highly placed and affluent Alumni.
- ♦ Take further steps to improve overall organizational efficiency.
- ♦ Improve student amenities both in Girls and Boys hostels.
- ♦ IQAC to play a greater role to create vibrant study environment.
- ♦ Introduce a formal feedback analysis system.
- ♦ Tap the faculty potential more effectively to obtain sufficient research grants.

In line with the recommendations, college initiated the following steps and implemented the same.

Knowledge repository	Extended Wi-Fi
Bridge courses	Smart class
Add on courses	Tablet Distribution by Government
Remedial courses	E-Notice Board
Counseling time slot	Paperless Communications-Email, BulkSMS, Whats App official group
FDPs	CCTV in all class rooms and corridors and campus.
IAS study club	Syllabus Review Committee
PDP	Online Feedback

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 9

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	4	2	3	0

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counseling**
- 3. Common Room**

Response:

Our college believes and follows gender and social equality, equity and access in all activities. The Equal Opportunity Cell of our college becomes active from the very first day of every semester. Students are oriented by providing all the information regarding college premises, college policies, state government and central government policies for Girls, OBC, ST and SC students .

Just to cite an example,

In last five years there were two instances where girls are nominated and selected as General Secretary [GS] of the college.

Safety and Security

The college clearly and carefully follows safety and hygiene norms in all aspects.

- *Security services consisting of 2 personnel who safeguard the campus and 2 guards in each hostel. The entire campus which is covered under sufficient lighting arrangements. Safety and*

security for girl students is ensured by these personnel.

- *Close Circuit cameras are installed in indoor and outdoor campus and is monitoring personally by the principal.*
- *Timely medical assistance for girl students can be given since a full-time Doctor is available at our clinic managed by our Trust.*
- *Special lectures are arranged for Girls for hygiene and safety by Equal Opportunity Cell.*
- *Fire extinguishers are installed in every laboratory and in corridors.*

Counseling is our one of the best practice in the college.

- *For effective mentoring of the students, 20-25 students are allotted to a faculty.*
- *The mentoring system is adopted to improve the rapport between the faculty and students. The main objective is to keep track of the progress of the students and counsel them accordingly;*
- *For academic and personal guidance. 10.00 AM to 10.30 AM of Each Saturday is allotted for regular counseling.*
- *Parents of the students are timely informed wherever the necessity arises such as lack of attendance, poor academic performance and psycho-social problems.*
- *The college tries to improve develop personality of students through PDP classes, and through their involvement in Co-Curricular and extra – Curricular, activities and counseling.*
- *The Placement cell arranges Guest talks about job placements, work skills etc and arranges for Placement Interviews for those who are interested in taking up a job rather than opting for a PG degree.*

Common room:

We have added one more Girl's common room at another locations in the campus with all basic facilities. This room also has the facility of vending machine for sanitary pads and incinerator.

7.1.3 Alternate Energy initiatives such as:

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

Response: 5.08

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

Response: 720

7.1.3.2 Total annual power requirement (in KWH)

Response: 14171

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 100

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

Response: 504

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 504

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

Solid Waste Management:

we stress on Collection, Transportation, Disposal [CTD].

Collection: Dust bins are provided throughout the campus. Sweeper collects solid waste from classes and the departments. Throwing the waste anywhere is strictly prohibited. To discourage throwing of solid waste, a fine of Rs.500 fine is imposed on the offender. Use of plastic bags is discouraged within the premises of the College. The NSS unit is actively involved in not only campus cleaning, collection of plastic waste in vicinity and collection of small plastic but also collection of the National Flags r National festivals from roads and grounds, and collection of Plastic and other solid waste from places /sanctuaries they visit.

Transportation: Solid waste collected and transported with the help of local municipal collection system

Disposal: waste is disposed of by the municipality as per their tribunal norms.

Liquid Waste Management: The town has a well constructed and managed drainage system since inception. Safety the tanks are regularly cleaned to avoid stagnation of water. The cleaning part is outsourced

E-Waste Management: E –Waste, is very complex consisting of several hazardous constituents that can cause disorders in our system; therefore, some of the e-waste given to e-waste collection centre “Greeniva Recycler Private Ltd”. for recycling.

File Description	Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

We used to store all the rain water in underground water tanks initially .But recently, to increase parking space that was done away with and two 5000 litre tanks have been installed for rain water harvesting. We use this rain water in chemistry laboratories.

Rain water also pumped for gardening and cleaning purpose. The system has been developed in such a way that we can use the stored water for many days. It is observed that we are saving lot of water due to storing and reusing rain water. This also saves electricity costs.

File Description	Document
Link for Additional Information	View Document

7.1.7 Green Practices

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

Response:

Plastic Free Campus:

Plastic garbage takes decades to degrade, and there is increasing concern about the toxins they release into the environment. But in our modern lives, plastic has become essentially. Students are discouraged to use non –reusable plastic bags and to keeping them out of the campus. Our NSS volunteers always counsel other students to make environment plastic free.

Paper Less Office and teaching methods:

As earlier mentioned our campus is fully Wi-Fi campus and all the students are connected through it.

Our college has initiated e-Governance administration to reduce use of papers.

The need for paper is reduced by using online communications and LAN systems, letters and notices are sent through email, bulk SMS, E- notice board and in Whats App group.

Reference books can be accessed through N-List, power point presentation and essential notes can be see or download from “Knowledge repository”

Green Landscaping with trees and plants:

Our college has a largest lush green campus in this area. Our entire campus area measures 16300 sq mt.[4.03acre], out of which 4480.14 sq mts[1.10 acre]is constructed area and rest of 2.93 area is covered with more than 180 different species of plants[including botanical garden]and more than 55 big trees are providing oxygen, shade, and cooling to the campus. These trees are also home to many birds

Free Students’ Transport Initiative By Trust:

Our Trust has introduced free transport for students studying at CVM’s Managed institutes.

File Description	Document
Link for Additional Information	View Document

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

Response: 38.67

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

2017-18	2016-17	2015-16	2014-15	2013-14
21.06238	21.98369	20.98369	20.98369	20.98369

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

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

Response: 19

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

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

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last

five years (Not addressed elsewhere)

Response: 10

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

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

7.1.12

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

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

Response: Yes

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

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

Response: 15

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

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

File Description	Document
List of activities conducted for promotion of universal values	View Document

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

Response:

Our college celebrates all the National Festivals with enthusiasm and true spirit

1, Mahatma Gandhi Jayanti is celebrated as Swachhata Abhiyan Day:

Under this, activities are held in the college to make the students aware about the importance of cleanliness in life, that was so often espoused by Gandhiji throughout life.

*2, **Independence Day** [flag hoisting and cultural programme]: On this day the Programmes pertaining to the theme of Patriotism and national Integrity are organized in the college. The Chief Guest is normally the Commanding Officer from the NCC Office in our town to inspire the students.*

*3, **Republic Day** [flag hoisting and cultural programme]; This celebration is conducted by our management for all the Schools and colleges combined. The NCC performs a special parade and drill. The school and college students present cultural programs*

Our college also observes the birth anniversaries of our Great Personalities

1, Sardar Patel Jayanti [founder of our College and Town]

2, Vitthalbhai Patel Jayanti on 27th September as Vir Vitthalbhai Vyakhyan Mala [Lecture Series] by inviting eminent person.

3, Ramanujan Day 22nd December by organizing quizzes and competitions by Mathematics Department.

Madam Curie's birth anniversary (7th November) is observed by Chemistry Department. All the students from the nearby schools and colleges were invited to visit the college for the Chemistry Exhibition.

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

Response:

Introduction

The success of any institution is based on its transparent administration.

Definition of Transparency is to keep every action open for scrutiny to signal fairness and getting for constructive suggestions. This small word holds a much deeper meaning in it.

When it comes to day to working of the college, the issues are raised, discussed and decisions are taken in the Academic Council Meetings. The decisions are then conveyed to the General Council.

Right to information: [voluntarily disclosure]

Financial:

Our college Principal strategically keeps every financial matter before each head of department. This action may raise and boost the confidence and concern for the Institution. He also includes IQAC coordinator in his each decision regarding college administration. Our college received grants like 12th Plan, CPE phase-I and II, RUSA and state government grants. All expenditures are discussed and minutes are circulating among the faculties. Moreover, all equipments, services like computer maintenance etc. purchases of stationary are based on rate contract duly approved by the CVM. In case the rate

contract is not been done, the college invites a minimum three quotations and the best quoted value for money and service value quotation is selected. The college also follows the government's policy of cashless transactions i.e. college fees, examinations fees and scholarships.

Academic and Administrative:

The primary policy and procedure for academic decisions are same as financial. At time of admission, information about the general policies and all information about the college is provided through prospectus and information brochure.

For admission to semester I the college used to decide on a minimum qualifying passing percentage and first come first serve basis accordingly. Admission to semester III is based on the choice express by the students in writing as well as their overall merit. Since the last academic year the admissions have become centralized which is managed by the Sardar Patel University.

Moreover, the academic policies are delivered to our primary stakeholders; students and their parents during the first day orientation. Parent-Teacher meet are organized from time to time notices are sent through SMS and Notice board. The college office prominently displays the time frame for each action viz. bonafide certificate, transcripts, bus pass verifications etc.

Auxiliary:

The college is responsible for the following auxiliary services

1) Hostel Accommodations: as a policy, it is compulsory for students to stay in hostel whose residence is beyond the radius of 25 k.m. from the college, so that they can attend all classes. This hostel admission is also based on first come first basis.

2) Every year as per the government guidelines all Semester I students are tested for Thalassemia minor and major at very subsidies rates. All are given the reports and those who test positive are given a detail report and also counseled for further action to be taken.

7.2 Best Practices

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

Response:

1. Title of the Practice: This title should capture the keywords that describe the practice.

Knowledge Repository

1. Objectives of the Practice

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?

The idea behind creating a knowledge repository is to provide the students all the important and relevant learning material that the faculties in the college have covered through their teaching. Since the installation of ICT facility in the class rooms more and more teachers have been using PPTs, online material such as, NPTEL, BISAG etc. the same PPTs have been uploaded on the college website so that, the student can access them again if needed.

1.The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

These days accessing online content is very convenient. Students in particular, are even more tech savvy. Keeping in mind the fact that internet speed and online knowledge portals have evolved very well in the past few years, we realized that students many times do not realize that the content they are accessing may not be very relevant in the immediate context. Therefore, the idea came up to upload the relevant teaching learning content.

Many of our students belong to rural background and had studies in such a school where teaching is done in a very traditional way. Motivating such students to access online contents with a view to promote self learning is a real challenge.

The Practice

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

The MHRD has been very proactive in trying to develop E-Content in all areas of higher education through NME-ICT because e learning facilitates access of best teaching- learning resources to students studying in far flung areas who can only dream of studying under best faculties. Our practice therefore complements this mission.

It is rare to find Grant in- aid colleges to have such a practice. This is even more in and around our college. We can say that it our idea to start this practice to be in tune with the changing times. The teacher uploads the PPTs, Videos and notes related to the topic he/she is teaching. The students are informed about the same. Over the past few years we have able to create a repository with more than 300 PPTs, videos, Video links of NME-ICT, and documents. All these are uploaded on the college website.

1.Evidence of Success

The fact that more and more faculty members are uploading their material on the website is encouraging. Students, once convinced about the relevance of the PPT, surely access the repository from the comfort of their homes for revision and reference. Today more and more students are using these resources. We can say that because they give us feedback about the some of the content

1.Problems Encountered and Resources Required

The college has distributed tablets to students at subsidised rates under government scheme. However, they hardly bring it to the college and thus denying themselves the opportunity of easy internet access and resources. The reason could be that students are unwilling to carry both a phone and a tablet. Besides, mobile phones are officially banned in the campus. Moreover, many of our students are from very remote areas and are not very confident in accessing the Internet resources. They still depend more on the teacher in the classroom.

1.Notes (Optional)

Annexure – A-2

Students' Counseling

2. Objectives of the Practice

Describe the aim of the practice followed by the institution. Brief the underlying principles or concepts in about 100 words.

The modern world is a lot more stressful for youngsters than it is understood.

The youth today is facing a lot of distractions. They need proper guidance and mentoring to realize their full potential. But ironically in this world of communication, the youth are reluctant to open up about the issues troubling them.

So, the basic idea is to create a group of students- Teacher from the very beginning of their college years where both the teacher and the taught can build a rapport and make it possible to freely discuss problems (personal, academic, financial etc.) that they are facing so that the students can be guided properly. The parents and guardians also feel secure in the knowledge that they can communicate with the teacher-counselor any time.

Aims and Objectives:

Counseling aims at helping the students to help themselves. One of the main the main objective of counseling is to help students discover career opportunities in future and to acquaint the students with the institute. For this purpose, the counselor provides facilities, guidance and help students to achieve the

desired goals.

- 1.To make aware to students towards Aims and Objectives of the Institution*
- 2.To get information about students, this will help us in solving his/her problems/ difficulties.*
- 3.To build a feeling of reciprocal relation between students and teacher.*
- 4.To encourage and develop special abilities, right attitudes and to know himself/herself better.*
- 5.To inspire successful effort toward achievement.*

6) To assist the student in planning for educational and career choice

3. The Context

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

It was noted that new students taking admissions were very tentative and confused in the new college environment because all the students come from different regions and socio-economic back grounds. They would not know about various departments, existing university rules about attendance and examinations and carry forward if students fail a particular course, grievance Redressal, about existing scholarship schemes thereby would lose out on availing various facilities provided by the government.

Ours is a college that is situated in a semi- urban area. Most students belong to regional medium schools of different regions of Gujarat and from various socio-economic backgrounds. Students first coming into college are very confused, tentative and nervous because of their fears about college life. Many students notusedtothefreedomthatcollegelifeoffers(lessparentalsupervision)andcombinedwiththeirbeingin the crucial age of late teens, tend to lose their way. Many of these things are avoidable and preventable. Therefore, the idea of Students' Counseling was mooted and implemented.

Overtheyearswehaverealizedthatproperguidanceattherighttimecouldhavepreventedmanystudents from unfortunate consequences both in academic and personal life.

Through this cell we believe that we have started to address these issues with timely intervention and guidance

4. The Practice

1) The new students/ first year students are most vulnerable. So we start focusing on them first. For every 30 students, we have a teacher counselor. The list of counselors is ready on the first day of the collegewhenthestudentsandtheirparentscometocollegefortheorientationprogrammeandthecollege ensures that the first Counseling meet is held on that day so that the parents also meet their wards' counselors.

2) Students are counseled about examination system, college rules, scholarship schemes, extra- curricular activities, importance of Parent-Teachers Meet, attendance.

3) All students are made to fill a form detailing their essential information.

4) The teachers meet the students every Saturday at a time allotted in the Time-table. The teacher is able to keep a tab over the students and in a friendly way reach out to them. If a student has not been showing up, then the counselors contact the students through others or phone the parents/ guardians and try to find out the reason.

5) Over the years, we teachers observed that now more and more students are becoming islands in themselves. By personally intervening, it is possible to allow them to open up slowly get over the difficulties or find a way around.

6) In the second year of the college, the students are allotted the subjects and hence they now are identified themselves with those departments. Here, the respective departments take over. From then the counselors change. Now, each department is the counselor.

7) By the third year the departmental faculties the groups become smaller and faculties now observe the students more closely and mentor, guide, chide the students as and when the situation demands. The students, who felt so new and nervous in the first year, opens up and become close to their teachers in the second and third years. The teachers are able to identify the potential of each student and so are able to guide them about their career too. The affinity becomes so strong that even after the graduation they maintain a good contact with the teachers.

5. Evidence of Success

Assaid earlier ours is a college that mostly caters to students coming from rural and semi urban students of different villages in and around Vallabh Vidyanagar and other regions of Gujarat.

The prospect of freedom that college life offers viz. less parental supervision and the delicate age of the students can drive many students astray. Proper guidance, mentoring and timely counseling has ensured that we do not have many such cases.

In fact, the fact that our college results are the best in the University and most academic gold medals are secured by our students. And for a degree science college, In the last five years we have done exceptionally well in the field of sports.

This practice is also helpful to resolve some issues related to hostel facilities, examination drop out issues, co and extra-curricular activities.

The fact that the students want to remain connected with the teachers even after their education and also the fact that most of our students are well employed in their chosen fields is proof that our efforts are bearing fruit.

6. Problems Encountered and Resources Required

1) The most challenging issue is the busy schedule of the college. The college starts by 7.30 am and ends by 5.30 pm. The long college hours poses a challenge because all the teachers cannot be available all the

time as some teachers come very early as do some students. .To solve this problem, the teachers allow the students to contact them any time even on telephone. Another issue that counselor faces is, is communication with parents. Many of the parents live in different parts of the state and not very educated. They cannot find time to make themselves available for Parent-teacher meeting.

2) The biggest challenges that we face is that students are often not satisfied with the subject that they allotted in SYBSc. It must be mentioned here that subjects are allotted strictly according to merit of the resultsoffirstyearresults. Departmentsguidethestudentsastowhatcareerchoicesareavailabletothem and why they could not get the subject they wanted. Sometimes they change the subject in the third year after realizing that they have better options.

2) The other challenge we encounter is that many students often give the wrong phone numbers of their parents, thereby making it difficult to contact them. The students also mis-report their examination results to their parents.

3) Quite a few times the students engross themselves so much with extra- curricular activities that they cannot balance academics and activities. They forget the fact that all these certificates add value to their BSc. degree and not the other way round.

4) We really hope to have a clinical psychologist in close contact with the institution he/she can help us understand our students better.

7. Notes (Optional)

Any other information that may be relevant and important to the reader for adopting/ implementing the Best Practice in their institution about 150 words.

Today's generation is very adept in using and handling new gadgets and technology. But owing to nuclearizationofourfamilystructures,ouryouthseemtobelosingthesupportmechanismthatweenjoyed in our growing up years. Gadgets have a very addictive quality. Moreover, they are isolating the youth for real human to human contact. Their traditional ways of venting their negative emotions and anger are not to be seen. As a result all the bottled up emotions are causing a lot of psychological damage. They are unable to cope with the complexities that they have started facing. They are especially in adequate in facing disappointments and failure. This is where counseling can come in. Even our attempts to reach out will help them achieve their potential and our human resource can be prevented from going astray.

We therefore strongly believe in the concept of Counseling in colleges too. We would further add that institutions should be given the services of a trained counselor.

8. Contact Details

Name of the Principal: Dr Bhavesh Patel

Name of the Institution: V P and R P T P Science College.

City: Vallabh Vidyanagar.

Pin Code: 388120

Accredited Status: A

Work Phone : 02692 230011

Fax: 02692 235207

Website: www.vpscience.org

E-mail: vprptpsc@yahoo.co.in

Mobile: 09586442019

File Description	Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

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

Response:

Students Empowerment strategies (StEpS). This includes –

1. Creation of Effective Learning Environment:

As mentioned earlier that the effective implementation of innovation requires creation of learning environment. We at our end emphasize on discipline at both teachers and students end. For this, we have developed various policies namely- Attendance, Anti ragging, Code of conduct, Women empowerment, Tours and summer training policy etc.

These policies are implemented through various committees, Creating clear guidelines for various purposes help and facilitate day to day working. The policies are discussed and distributed on the very first day of the college during orientation program

1. Bonding

We have seen that the bonding among three pillars of higher education i.e. Student, Faculty, and Parent are

weakening. In order to strengthen the bond (which is again essential to have effective implementation of innovation), we have set up very effective Counseling and Parent cell. The function of this cell is to appoint counselors at all the levels. As a policy, we appoint teacher counselor for every 25-30 students. The name of counselor is declared on the very first day and immediately after orientation of newly admitted students, the student and their parents are to meet counselor for exchanging contact number for future communication. The role of counselor is to counsel the student at regular intervals. Apart from this we have an effective Parent interaction through written communication, oral communication, and through parent teacher meetings.

1. ICT (Information and Communication Technology) in education –

With the help of UGC (CPE grant) we have equipped ourselves with ICT facility. Majority of our lecture theaters are now fitted with multimedia projectors and few with smart boards. After an initial phase, now majority of our faculty are using them. The new method of delivering is not only effective but fast in transferring knowledge. In time we are planning to have such facility in our labs where practical demonstration will be made easy, effective and time saving.

1. Techno Savvy Environment

Internet, these days is a must for both teaching and learning. We, have developed an internet lab with 30 terminals apart from 10 terminals in the library reading room. The college campus is now completely Wi-Fi with a band-width 200 mbps. The college has about 240 computers with latest configuration and licensed software.

1. Virtual Teaching

SANDHAN is the initiative of Gujarat higher education for enabling all the students of higher education in Gujarat to have access to lectures delivered by eminent academicians from across the state, nation and from abroad all at once by leveraging technology optimally. The initiative has broad objectives like-

1. To facilitate virtual teaching and discussion of various subjects by well known experts of that particular field of knowledge.
2. To provide a platform for communicating with all colleges, students and teachers simultaneously to disseminate ideas, information & training relevant to higher education.

The College has developed a facility for the students and faculties to take advantage of this initiative.

We have created knowledge repository where lectures delivered by our teachers, PPTs, notes are uploaded on college website. This helps the students to learn any topic at their end.

7. Feed back and Exit Meeting

The college has initiated online feedback from its students. The feedback registered is analysed automatically and report is generated. The feedback mainly has two parts namely teaching learning and

infrastructure related. Action plan is prepared on the basis of report generated and monitored accordingly. Presently, we are inviting only the final year students as they are mature enough to give feedback.

From AY 2014-15, we have initiated a practice to talk with the outgoing students as Exit Meeting. This is organized because outgoing students have fairly good exposure about the college and that can submit their opinion fearlessly and objectively. The heads of all the department including office, library, NSS, NCC, Sport remain present during the meeting. Action plan is prepared and monitored for execution.

PROBLEMS

Though, we are serious about the introduction of innovative practices in teaching-learning process in undergraduate colleges, it has been plagued with various problems.

- ♦ We are bound to teach the Syllabus framed by University which in many cases is quite outdated, and has more emphasis on theory.
- ♦ Generally students are not aware of quality education and competition in the job market.
- ♦ Lack of strong emotional involvement of the teaching community is a major hindrance in the improvement of innovative teaching-learning process.
- ♦ Lack of pedagogical knowledge

SUGGESTIONS

- ♦ Undergraduate colleges need a dynamic attitude and team spirit to encourage new ideas and innovation to influence our teaching-learning process and fulfill the demand of the global market.
- ♦ Teachers with strong a strong emotional involvement, professional competence and ability to motivate can play a big role.
- ♦ Effective pedagogical tools is one area of concern for new faculty. It is therefore suggested to have some training compulsory for at least six months on how to teach, use of ICT facility, understanding human psychology etc. Although UGC had introduced the concept of orientation for the new faculty, but the programme not effective particularly in case of self financing institutions. Also making NET as eligibility criteria only checks the subject knowledge of the candidate.
- ♦ In the age of information, teachers need to be effective knowledge managers to guide students properly so that they can select what to read, how to select etc.
- ♦ The evaluation system must stress on knowledge, understanding, values and life skills. Innovative practice is the way to enhance our quality education. We should nurture and strengthen such practices with proper evaluation so that we can exist and compete globally.

We need to develop competence and skills and make them learn to balance IQ, EQ and SQ in students and make them succeed and be happy. The global market will reward learning, but it will severely punish the lack of learning". It is the duty of all to protect and promote our higher education to make our youth ready for the world.

File Description	Document
Link for Additional Information	View Document



5. CONCLUSION

Additional Information :

It has been the policy of the college to conduct the Orientation Program on the first day of the term for the benefit of new Students and their parents / guardians who come to leave their wards. The principal appraises the parents and the students about the university rules regarding attendance, courses, examination, subject selection at third semester etc. The same day, the students are given their ID Cards and time-table. The bar-coded ID- card is used to get books issued from the library.

The college has always endeavored to give equal opportunity to all deserving students. Moreover; the college also gives a lot of importance to sports, NCC and NSS. In the recent years, the college has won many inter-college championships in sports and in Athletics. For science students, who are also generally more occupied in the college, this is indeed noteworthy.

The college also has a boys and girls unit of NCC. The students are encouraged to participate in all the camps and also appear for B and C level exams. The teachers also conduct extra classes for students going for NCC camps and also facilitate arrear exams if the students miss the regular exams due to camps.

Two of our faculties have been awarded by Gujarat Science Academy for being the best Science Teachers in their respective fields.

Concluding Remarks :

The college attracts students from all over Gujarat due to its quality, and learning atmosphere, supporting infrastructure, safety, security, and supporting faculty.. The township is very convenient even for outsiders because of the easy availability of eating places, hostels, ATMs, health care centres, transportation, safety and law and order. Therefore, It is no surprise that it the most preferred college for locals as well as outsiders.

There has been no case of ragging or sexual harassment or drugs related issues in the campus or hostels

The college has always encouraged the faculty to grow professionally by giving them leave and financial support.

The lush green campus with impressing building creates an overall ambience conducive to learning. Students are proud to study here and maintain life-long bonding with the college. The faculty also feels happy to work here.