



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

SHRI SURAT JILLA SAHAKARI BANK
COMMERCE COLLEGE AND SHRI SAYAN
SAHAKARI KHAND UDHYOG ARTS
COLLEGE, OLPAD

- Name of the Head of the institution **Dr. Ishverbhai M. Patel**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **02621222203**
- Mobile No: **9879393979**
- Registered e-mail **olpadcollegeyahoo.co.in**
- Alternate e-mail **impatel3939@gmail.com**
- Address **Near Govt. ITI, Hathisa Road,
Near Taluka Seva Sadan.**
- City/Town **Olpad / Surat**
- State/UT **Gujarat**
- Pin Code **394540**

2. Institutional status

- Affiliated / Constitution Colleges
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **Veer Narmad South Gujarat University**
- Name of the IQAC Coordinator **Prof. Patel Rita B.**
- Phone No. **02621222203**
- Alternate phone No. **02621222203**
- Mobile **9727637376**
- IQAC e-mail address **olpadcollegeyahoo.co.in**
- Alternate e-mail address **patelritaben75@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://www.olpadcollege.org.in/Download/doc1920/AQAR%202019-2020.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://olpadcollege.org.in/Download/doc1920/Academic%20Calendar%202019-20.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.46	2008	16/09/2008	15/09/2015
Cycle 2	B	2.20	2015	14/09/2015	13/09/2020

6. Date of Establishment of IQAC

15/01/2009

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	0

8. Whether composition of IQAC as per latest

Yes

NAAC guidelines

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 3

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

Maintain smooth functioning, teaching learning in the Institution

Organize seminar, workshop, symposia

Organize and monitor extra- curricular activities

Career guidance under UDISHA Club and Career Corner

Mentoring of the students, encouraging them for higher studies

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

Plan of Action	Achievements/Outcomes
Preparation of academic calendar	Adherence to academic calendar
Enhance students support facility	Conduct of teaching -learning activities
Formation of various committees and assigning the task according.	Teaching-learning activities documented and duly advertised
Feedback Michanism	Analysis

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
IQAC	11/04/2021

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	SHRI SURAT JILLA SAHAKARI BANK COMMERCE COLLEGE AND SHRI SAYAN SAHAKARI KHAND UDHYOG ARTS COLLEGE, OLPAD
• Name of the Head of the institution	Dr. Ishverbhai M. Patel
• Designation	Principal
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Maintain smooth functioning, teaching learning in the Institution		
Organize seminar, workshop, symposia		
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Formation of various committees and assigning the task according.	Teaching-learning activities documented and duly advertised	
Feedback Michanism	Analysis	
13.Whether the AQAR was placed before statutory body?	Yes	

<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
IQAC	11/04/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
YES	12/01/2022
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
20. Distance education/online education:	

Extended Profile

1. Programme

1.1

134

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

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1 1596

Number of students during the year

File Description	Documents
Data Template	No File Uploaded

2.2 967

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

File Description	Documents
Data Template	No File Uploaded

2.3 510

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1 14

Number of full time teachers during the year

File Description	Documents
Data Template	No File Uploaded

3.2 17

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	134
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	No File Uploaded

2. Student

2.1	1596
Number of students during the year	

File Description	Documents
Data Template	No File Uploaded

2.2	967
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	510
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	No File Uploaded

3. Academic

3.1	14
Number of full time teachers during the year	

File Description	Documents
Data Template	No File Uploaded

3.2	17
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

4. Institution

4.1	21
Total number of Classrooms and Seminar halls	
4.2	42.80
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	113
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

• Our institution is affiliated to Veer Narmad South Gujarat University. Syllabus is designed by the Board of Studies constituting the Department Heads of the various colleges. • Before finalizing syllabus, Department Heads hold meeting with other faculties in the subjects. • Department Heads and other faculties in the subject take feedback from the student during class interaction. • Often discipline wise committees are formed in Board of Studies e.g. In English subject the faculties who teach at Arts will decide Arts syllabus likewise science and commerce, considering the need of the particular field.

? VNSGU has implemented CBCS to which our institute is affiliated to. ? Syllabus gets changed at every two year in semester system.

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

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

- College follows rules implemented by VNSGU except the internal exam schedule which is conducted as per college calendar.

- Presently the college follows following pattern for internal evaluation of the students in both B.A and B.Com programme.

UG Sr. No. Detail Marks Min Marks 1 Internal Exam 10 07 2
Library Assignment 05 3 Attendance 05

PG Sr. No. Detail Marks Min Marks 1 Internal Exam 10 08 2
Library Assignment 05 3 Attendance 05

However, Students' behaviors, their involvement in co-curricular, extra activities are also taken into consideration for internal evaluation.

2.5.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

- Students' evaluation is definitely a major indicator of their performance. Since present exam system does not have any yardstick to measure student's competence individually, teacher and institution make use of this indicator at various level.
- Students with excellent performance are given more opportunity and encouraged to develop their ability in various fields.
- Slow learners are offered counseling and guidelines to get through exam so that they may not drop their study.
- Institution uses this indicator to form the future policies that can be benefitted to such students

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

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

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

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

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

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

Nil

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

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

1.3 - Curriculum Enrichment

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

Teaching of literature in all four languages, International Language- English, Classical - Sanskrit, National- Hindi and Regional- Gujarati provide human values like empathy, help, courtesy, dignity, respect for the tradition etc. Life sketch of great personalities like Nobel Prize Laureate Mohammad Yunus, Steve Jobs, A P J Abdul Kalam teach importance of hard work despite barriers, innovation, You can do attitude despite the challenges. Teaching of English and Gujarati communication skill offer students professional ethics.

In B. Com. Program courses like Banking, Business Administration, Business Regulatory Framework students get

exposure to business policies and ethics. In all six semesters, these courses include topics like Human resource Management. In Economics International as well as state policies are covered in syllabi. In economics demographic explosion, imbalance and their long lasting impact at the locally and globally. Environmental Studies is taught to all BA/BCOM students to make them aware of the issues like pollution, its hazards and remedies, Soil and species and their conservation, eco system , bio-diversity, laws protecting environment make them aware of these issues. Teaching of History subject make them aware of our past and the lessons that we need to learn from the great rulers and personas and to respect our one of the oldest civilization in the world.

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

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

Nil

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

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

Nil

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

1.4 - Feedback System

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

B. Any 3 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1930

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

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

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

1211

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

2.2 - Catering to Student Diversity

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

Students passed out of city colleges mostly prefer city colleges; hence, the Institution comparatively receives slow learners being a college situated in the rural area. Slow learners and advanced learners are identified in the introductory sessions or orientation lectures for the freshers. Advanced learners are identified by the faculties through class tests, interactions in the classrooms and keenness on the students' part for learning.

Advanced learners are given more tasks and often assigned to monitor slow learners. Faculties continuously monitor slow learners checking their responses whether oral or written, pointing out their errors and through such corrective measures. In subjects like English, Economics and Accountancy and Banking, students' basic concepts are clarified before starting the regular courses. Answer books of internal exams are also shown in the class room and suggestions are provided for improvement. Faculties come to know about some economical or family reason about student's lagging behind in study, they are provided financial support from the Institution and counseling is also offered to provide support to the slow learners. Advanced learners are guided to refer to the reference books. They are also encouraged to attend symposia or seminars. After graduation, advanced learners are motivated to go for higher studies and to do the research. Professional counseling also provided to appear in the competitive exams.

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

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

Number of Students	Number of Teachers
1567	12

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The institution does not analyze the knowledge level of the students enrolled before the commencement of the programme. However, once the students are enrolled, their level is identified and teachers plan teaching-learning accordingly. ? This informal analysis is done in the beginning of the programme during orientation, through simple test etc. ? Students are motivated to join activities as per their interest and need of present time.

Percentage of the students at entry level is quite lower than the other colleges, hence remedial coaching classes are conducted. Many students are benefitted by this.

Advance learners are identified during orientation in the beginning of the programme. Regular, attentive and interested in co-curricular and extra-curricular activities are identified during the classroom interaction and through simple tests. ? Such students are motivated and involved in academic, extra-curricular activities. These students also play active role in various committee of student's council. ? Such students are motivated and provided platform to sharpen their performance.

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

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

All the classrooms and Conference hall are equipped with LCD projector and screen. All teachers are provided with laptops for

the effective use of ICT. Other audio-visual tools like CDs are also used. When teaching-learning in physical presence was possible in Covid-19, teaching process was conducted through Microsoft Team App and online exams were conducted through University App. College has also developed its App for effective circulation of information. All the classrooms and Conference hall are equipped with LCD projector and screen. All teachers are provided with laptops for the effective use of ICT. Other audio-visual tools like CDs are also used. When teaching-learning in physical presence was possible in Covid-19, teaching process was conducted through Microsoft Team App and online exams were conducted through University App. College has also developed its App for effective circulation of information.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

13

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

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

12

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

8

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

351

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

? College follows rules implemented by VNSGU except the internal exam schedule which is conducted as per college calendar.

? Presently the college follows following pattern for internal evaluation of the students in both B.A and B.Com programme.

? Students` evaluation is definitely a major indicator of their performance. Since present exam system does not have any yardstick to measure student`s competence individually, teacher and institution make use of this indicator at various level.

? Students with excellent performance are given more opportunity and encouraged to develop their ability in various fields.

? Slow learners are offered counseling and guidelines to get through exam so that they may not drop their study.

? Institution uses this indicator to form the future policies that can be benefitted to such students.

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

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

? If the students is not satisfied with his/her marks, he/she can get his/her answer book reassessed or rechecked in particular subject after getting consent from the principal. Teacher concerned is instructed by the principal to clarify student`s doubts in person showing his/her answer books and explaining evaluation method.

? If some discrepancy is found, necessary changes are done and concerned departments are also informed about the modification.

? Rechecking of the marks is done of all semester students.

? Students can go for rechecking/reassessment within 10 days after the result is declared. Dissatisfied students can apply for reassessment only in the final semester. If the difference

found is more than 11 marks, student is given modified new mark sheet.

? SC/ST/OBC students are charged only 50% fees for rechecking/reassessment.

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

2.6 - Student Performance and Learning Outcomes

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

Programme and course outcomes are displayed on the Institutional website and prospectus given to the students. The same is conveyed to the students through orientation in sem-1 UG/PG. Course specific outcomes are discussed by the faculties of their respective courses. Most of the faculties are the member of the BoS In their respective subjects, courses are designed and selected considering the need of contemporary period.

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

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

The college maintains data of students' performance and progress data which is analyzed every year. This data is received through presentation, projects, assignments and results of internal exams. Class wise and subject wise outcomes are maintained and analyzed. First three students in each subject and each class are felicitated . Results are displayed on the notice-boards, college magazine, Trust magazine as well as on the website. Course outcomes and program outcomes are designed to fulfill the employability of the students, hence students are continuously made aware about the job vacancies and how their programme and

course will prove them helpful as well as what are the additional skills that will help them to get recruited. Faculties attend workshops, conferences, seminars etc. which make them aware of the latest trend in their subject as well in the market which also help them to update the students.

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

2.6.3 - Pass percentage of Students during the year

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

189

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

2.7 - Student Satisfaction Survey

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

<https://www.olpadcollege.org.in/Download/doc1920/OLPAD%20COLLEGE%20SSS%202020-2021%20>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

0

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

3.2 - Research Publications and Awards

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

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

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

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

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

0

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

3.3 - Extension Activities

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

? College has one unit of NCC boy's battalion of 55 cadets and one NCC girls unit of 50 girl cadets. ? College has 3 units of NSS. ? NSS and NCC organize programmes like blood donation camp, eye checkup camp, organ donation awareness, free thalasamia checking, voter's awareness, AIDS awareness, collecting fund for soldiers, collecting funds for visually disabled persons, Red ribbons club, self-defense and weapon training programme for college girls and from the surrounding area. ? NCC cadets and NSS volunteers participate in activities viz road safety, traffic awareness programmes and organize rallies for unity, environment related issues and communal harmony etc. ? Since

institution is the only one Higher Education Institution, college ground and infrastructural facilities are used for community gatherings. ? Prof. S. P. Lalani has organized visit to the social institutions like old age home, orphanage, blind school with various groups of the college students to promote institutional community network.

When students get enrolled at sem-1 B.A/B.Com they have to opt for NCC /NSS/sports/saptdhara, which is mentioned in their admission form and record, is also sent to University. This is printed in student's mark sheet with the credit such activity carries. ? In charge officers of NCC - NSS maintain record of the students participating in various programme and camps. ? Concerned committees also keep the record of the students. ? One of NSS volunteers has won prize as the ?Best students ambassador' for his active participation in voters' awareness programme.

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

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

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

0

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

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

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with

industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

8

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

473

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

There are spacious, properly ventilated class rooms. Each class is equipped with the following facilities.

? LCD Projector

? Hanging Screen

? Wi-Fi Access

? C. C. Camera

? Speakers

? Microphone

? College library provides following facilities:

? Computers - 10

? Magazine - 39

? Journals - 05

? Newspaper - 9

? Books - 26037

? CDs and DVDs - 172

? Computer lab - 45

? Digital Education and Learning Lab (? Computers - 25? Server - 01)

? Multimedia Hall - 70 Seats b) Extra -curricular activities

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

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

Institute has a large play ground to conduct sports activities. Regular weekly NCC parade, Republic Day Parade and the National Flag hoisting are organized on the ground beside the institution. Sports events are organized on the ground. Ground for the National game Kabbaddi has also been prepared. Self-defense like activities are carried out in campus or on the ground., Yoga, Cultural activities are conducted at open air stage situated in the campus. Generator and sound system equipments are provided during the activities. Gymnasium with modern equipments has been made . Separate offices have been provided to NCC and NSS programme officers. College Campus is

equipped with CCTV cameras for surveillance.

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

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

23

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

22

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

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

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

16.5

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

4.2 - Library as a Learning Resource

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

Library has been partially automated through following measures.

IIMS -SOUL- software, version 2.0

Automation year-2006

Seating capacity- 100 students

Total books-36072 college+4832 UGC=40904 (ON 31-3-21)

Total no. of journal - magazines = (journal10+ 46 magazines)
=56

CDs and DVDs= 193

Collection of old magazines and journal is 1522

Book bank scheme for economically weaker section students.

PG students are given two books more

Collection of dissertation for research guidance and reference

Old paper sets and clipping service, Reprographic and ready reference service is available is available.

Collection of books for competitive exams, NET SLET, GPSC, UPSC, Bank Probationary officers, Railway recruitment, Police Dept. etc.

Reprographic and Ready reference service available

Orientation for new students, Book Exhibition are the regular activities.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

458553.00

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

34

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

4.3 - IT Infrastructure

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

IT facilities are updated and maintained regularly. AMC has been given to the professionals. Administrative office is fully automated with software. All the computers are lane connected. The college has its website which has also been updated time to time. All classrooms, conference hall are equipped with projector and screen. Library is partially automated with SOUL 2.0 software.

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

4.3.2 - Number of Computers

113

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

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

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

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

For maintenance of physical facilities, the Institute has made the following arrangements:

College building is time to time supervised and maintenance, repair, renovation is done as per requirement. College management has given contract for it. Strength and stability of the building structure was even certified by PWD.

Regular persons are appointed for cleaning and sweeping. College has day and night watchman.

Sports ground and garden are maintained by the hired persons at regular interval.

Maintenance of RO water treatment plant has been assigned to external agency.

AMC has been given to agency for maintenance of computer, CCTV cameras, Printers, generators etc.

Sports facilities and Gym are looked after by the trained sports persons and sports committee.

ELCB Is installed in the building to safeguard the building against power fluctuation.

Fire extinguishers are installed at many places in the building. Drill is conducted to show how to use for extinguishers.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

632

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

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

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

0

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

<p>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</p>	<p>A. All of the above</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------

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

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

34

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

185

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

58

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

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

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

government examinations) during the year

0

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

5.3 - Student Participation and Activities

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

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

0

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

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

? The following academic and administrative bodies have students representative:

1. Gymkhana Committee
2. Social and Cultural Activities Committee
3. Magazine Committee
4. Educational Tour Committee
5. Finance – Students Welfare Committee
6. Planning Forum Committee
7. Elocution and Literary Committee

? Anti - Ragging Cell

? Anti-Sexual Harassment Cell

The Institution conducts all the curricular activities under 'Sapt Dhara' means seven bands , as follows :

Gyan Dhara- Knowledge Band

Sarjanatmak Abhivyakti Dhara-Creative Expression Dhara

Rang Kala Kaushlya- Painting& Drawing Band

Natya Dhara- Drama Band

Geet Sangeet Nritya Dhara- Music Band

Khel-Kud-Vyayam Dhara- Sports & Yoga Band

Samudayik Sewa Dhara- Community Service Band

Activities are carried out with financial aid of the stste govt as well as the students council.

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

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

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

0

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

5.4 - Alumni Engagement

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

The Institute has unregistered Alumni Association which contributes significantly to the college activities.

? Participation in organizing cultural programme

? Active participation in sports activity, providing training and organizing sports event.

? Sponsoring college event.

? Active participation of NCC ex cadets by providing them training for the camp or participation for parade march on national festivals.

? Active participation in NSS activities and provide support in annual NSS camp.

? Providing guidance to the present students. Remain present during social service activities like blood donation camp.

? Remain present at prize distribution ceremony and motivate the students.

? They play very significant role to persuade the students mostly girls students to take admission and continue their higher studies.

? They also donate equipment to institution. E.g. one of the

alumnus has donated fans to the institution worth Rs. 2,50,000/-

? Presently 4 alumni have been working in the institution two in the teaching staff and two in the office staff.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

? Vision:

"To provide knowledge based, career oriented quality education in various disciplines and innovative learning practices to develop multi-dimensional personality of students and build better citizens for tomorrow?.

Our institution was set up by the leaders of agrarian society and under the visionary Headship of Late Shri Pramodbhai Kanaiyalal Desai, with a view to provide higher education to the students of Olpad Taluka specifically for the girls. Majority students of the surrounding region belong to SC/ST and SEBC.

? The management plays decisive role in implementation of the qualitative policies. Management has provided funds time to time to materialise the need. Apart from that management actively gets involved in the curricular and extra-curricular activities providing encouragement and moral support o the staff and the students.

Principal plays very important role in effective governance and

management of the institution. He is and ex-office member of the management committee. Principal has a significant role to play, from policy making to implementation and realization of the goal with the help of support staff.

File Description	Documents
Paste link for additional information	https://www.olpadcollege.org.in/about.php?page=abu
Upload any additional information	No File Uploaded

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

? Principal has the complete authority to decide about financial, academic or administrative issues.

? Department Heads have the full freedom to conduct academic activities.

? Various committees are formed under the convener-ship of the faculties and they are free to plan and conduct activities.

? In-charge of extension activities has the full freedom to plan and conduct the various activities and selection of the students in state, National activities.

? The Head of the administrative office has also full freedom to take decision in various administrative matters.

? Institution practices participative management involving stakeholders at all the level. Involving faculties as the In-charge of the committees and students as the members and working towards common cause represents co-ordination.

? Student's participation in NCC - NSS sports and various other activities boost up the confidence level and it also inculcates team spirit among the students.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

?The Institution was founded with the mission to impart quality education to the students of this area. At the Institution level all the efforts are made to sustain the quality of the education imparted. Faculties are always encouraged to upgrade themselves and undertake research activities, publication and participate in seminars and conferences. Lectures of eminent speakers and symposium are organized. Experts, writers and critics are invited as the visiting faculties.

? All the efforts have been done to impart technology aided education.

? Special attention is provided to weaker students and failures.

? Organizing various curricular and extra-curricular activities and involvement of the students in such activities make them aware of the competition.

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

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

? Institutional perspective plan is developed in the following manner:

? Making efforts to fulfill Vision and Mission of the Institution

? Chalking out annual calendar for co-curricular and extra-curricular activities

? Representation of the college activities at the AAA - monitoring agency working under higher education commissioner State Government. ? Encouraging faculties to accept the challenges in the field of technology and research

? Involving the students in the college inter-college, State and National level activities

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Benefit of maternity and paternity leave

Benefit of leave as per Govt. rule, Leave travel Concession during prescribed block period

Benefit of pemsion, gratuity, leave encashment to permanent staff

TA DA during official duty , Bonus to the class IV employees as per Govt norms.

Uniform Stitching charge and umbrella/ rain coat to class IV staff at two year interval.

Facility of advance in medical / social emergency

Free wi-fi facility for the staff

Facility for research and for higher study

Benefit of continuation in service to administrative and support staff after retirement as an ad-hoc administration and support staff.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

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

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

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

0

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

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

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

1

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

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

? Institution has developed mechanism to collect feedback on teachers' performance by the students in the printed form based on NAAC format. Students are asked to express their frank views about the teaching ability and their academic calibre of the teachers in their respective subjects. These data are analysed and outcome is shared with the concerned teacher.

? Faculties also fill up the appraisal forms provided by AAA - Academic and Administrative Audit - conducted by state level Government agency, Higher Education Commissioner.

? Such practice provides an opportunity to the faculty to upgrade their curricular and extra-curricular achievements.

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

6.4 - Financial Management and Resource Mobilization

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

? The Institution does not have internal audit mechanism. However, the books of accounts are audited by the statutory auditors appointed every year by the Executive Committee of Shri

P. K. Desai Education Trust.

? The accounts of the Institution are regularly audited by external auditors.

? Audit of the last financial year 2019-20 was audited by Ashis Modi and company, Chartered Accountants, Surat.

? Last four year audit reports are attached in Annexure.

? The institutional accounts are audited by the Director of Higher Education, Gandhinagar, Gujarat State.

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

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

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

0

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

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

? Institutional annual budget is prepared in the month of January or February, which is put before Managing Committee for approval.

? Institutional accounts are maintained with the use of Tally Software.

? Accounts are audited by the statutory auditors nominated by the management.

? The audit reports and revenue expenditure statements audited by the auditors are put before the Managing Committee and general body of the management.

? Institutional audit is also done by the state Govt. Education Department.

? Received audit reports are also put before the management.

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

6.5 - Internal Quality Assurance System

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

Institutional Quality Assurance Cell was established in the Institution in January- 2009, after the first cycle of NAAC accreditation. IQAC has carried out many activities with a view to enhance quality in teaching learning prescribed by NAAC Peer Team.

- Preparation of academic calendar and following it.
- Constant up gradation of physical facilities of the Institute.
- Organize seminar, workshop ,conferences for the benefit of the faculties and the students.
- Organize expert's lecture for the skill development of the students.
- Encouraging faculties for the research and publication.
- Strengthened Feedback mechanism
- Arranging society oriented activities and involving faculties and the staff.
- Motivate the students to participate in Extension, curricular and extra- curricular activities.
- Maintain students centric ,healthy, non-biased teaching-learning environment in Institute.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The Institute has adopted the following mechanism to review teaching-learning process.

- Academic calendar
- Consistent monitoring of teaching -learning.
- Collection of Feedback from the stakeholders.
- Review of internal and external exam results.
- Review through staff meeting.

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

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

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Institute provides safe, non - biased ,healthy teaching learning environment to girl students. Strength of girl students is almost 50 percent in the college. Institute campus is protected by CCTV surveillance. Discipline Committee has been set up comprising girl students. Lectures regarding safety measures are organized by the police Officers and legal experts. The college provides ` Abhyam' helpline numbers at many places. Institute has created Prevention, Prohibition and Redressal of sexual Harassment Cell as per UGC norms. Self Defense workshop are organized to avoid any untoward incident with the girl students. Data regarding safety measures for the girl students is regularly provided to UGC.

File Description	Documents
Annual gender sensitization action plan	self defense workshop, mensural hygiene programme
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	participation in discipline committee, Girls common room, legal expert counselling

7.1.2 - The Institution has facilities for alternate sources of energy and energy

D. Any 1 of the above

conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor- based energy conservation Use of LED bulbs/ power efficient equipment	
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File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- Use of plastic is avoided as possible.
- Garbage collected separately and disposed or sent for recycling.
- Proper system for drainage waste disposal
- Used sanitary pads are disposed through incinerator.
- Campus is cleaned under ' Swachh Campus' activity

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. Landscaping with trees and plants 	B. Any 3 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive	C. Any 2 of the above

technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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

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

Arts & Commerce College Olpad is the Institution established by the farmers with a view to spread lamp of knowledge in the area and surroundings. Majority of the people residing around are of economically and socially weaker section. All the students, keen to pursue higher education in Arts and Commerce programs are included whole heartedly. In our institute all interfaith students having different cultural background study together. National festivals like Independence Day, Republic Day etc programs are celebrated by all the students with great zeal and enthusiasms. Students have the opportunity to represent their respective cultures in the programs like Traditional Day, Musical Mornings, NCC and NSS camps etc. Before the religious holidays, students of the particular faith are greeted through notice board in advance. College Management and the staff always promote inclusive environment and all the students are encouraged to participate in curricular and extra curricular activities irrespective of their religions, caste and creed.

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

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

The Institution consistently makes following efforts to sensitize the staff and the students to the Constitutional obligations.

- College has Boys as well as Girls NCC and NSS as the extension activities which provide the students opportunity to know closely about the Constitution. NCC has special chapter about fundamental rights and duties of the citizens designed to make the cadets aware of their duties and rights as the citizens.
- Celebrating National Festivals like Independence Day, Republic Day, The Constitution Day, Kargil Vijay Diwas etc.
- Awareness programs like Consumer Awareness, Traffic, Awareness, Anti- Corruption, Drug awareness, Various activities related to environment awareness, Legal awareness etc.
- Various competitions are organized to spread awareness and guest lectures are organized frequently.
- College NCC cadets actively participated in Covid-19 awareness programs to sensitize people about the disease and preventive measures of it.
- Code of conduct students have to follow are displayed on the website as well

as in the prospectus.

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

<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Institute celebrates various national and international days to commemorative days like International Yoga Day, World Indigenous Day, Gandhi Jayanri, Sardar Patel Jayanti, International Youth Day, World Independence Day, Republic Day, Constitution Day, International Women's Day, National Voters Day, NCC Day , Matrubhasa Gaurav Divas, Guru Purnima, Saraswati Day etc.

Various festivals are celebrated in the Institution like Janmasthanmi, Navratri, Kite Flying Day etc.

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

7.2 - Best Practices

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

BEST PRACTICE- 1

1. Title of the Practice : Helping the fatherless students giving them book sets through out the semester.

2. Objective of the Practice :

- To provide a help to needy students.
- To extend support to such students through the books.
- To promote social responsibility of the Institution.

3. The Context :

Since the college is situated in the rural area, majority of the students belong to OBC/SC/ST / EWS/and Minority. Institute provide help through scholarship to such students. Often financial assistance is also provided paying up their fees partially. Students who have lost their father are given book sets irrespective of their caste .

4. Practice :

When first year BA/BCOM and MA/MCOM classes begin, students are given all information about college and also regarding the welfare initiatives of the institute. The students who have lost their father are zeroed down and applications are invited from such students. Such students are given whole set of books to use through out the year. Following table gives the detail of the initiative.

YEAR

NO. OF STUDENTS

NO. OF BOOKS ISSUED

2018-19

22

117

2019-20

41

217

2020-21

23

160

2021-22

12

68 (sem.I)

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

7.3 - Institutional Distinctiveness

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

The Institute is only one Grant in Aid at Taluka level. Almost 50 strength consist of the girl students who would not have been able to go for higher studies because of economical, social or family reasons. Institute provides UG/PG and research facilities in the same campus as well as certificate courses through

distance learning. Girl NCC cadets and NSS volunteers join national level camp which provide them good exposure and provide opportunity to develop their various skills. Women faculties have completed their research and many girl students have also completed their research or pursuing higher studies. Many girl students are today self dependent.

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

7.3.2 - Plan of action for the next academic year

- Up gradation of physical facilities.
- Start more certificate courses.
- Up gradation of wifi facility