YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

SHRI SURAT JILLA SAHAKARI BANK COMMERCE COLLEGEAND SHRI SAYAN SAHKARI KHAND UDHYOG ARTS COLLEGEOLPAD

- 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

olpadcollege@yahoo.co.in

- Alternate e-mail

impatel3939@yahoo.com

- Address

Near Govt.ITI, Hathisa Road, Near Taluka Sewa Sadan

- City/Town

Olpad/Surat

- State/UT

Gujarat

- Pin Code

394540

2.Institutional status

- Affiliated / Constitution Colleges

Affiliated

- Type of Institution

Co-education

- Location

Rural

- Financial Status **Grants-in aid**

- Name of the Affiliating University **Veer Narmad South Gujarat University ,Surat**

- Name of the IQAC Coordinator **Dr. Rita B. Patel**

- Phone No. **9727637376**

- Alternate phone No. **9429826673**

- Mobile **9429826673**

- IQAC e-mail address **ritabenpatel70@yahoo.in**

- Alternate e-mail address **olpadcollege@yahoo.co.in**

3.Website address (Web link of the AQAR (Previous Academic Year) http; // olpadcollege.org.in / Download/ AQAR-2022-23.pdf

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http; // olpadcollege.org.in / Download/ AQAR-2022-23.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	2.2020	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
NA	NA	NA	NA	NA

8.Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC

View File

9.No. of IQAC meetings held during the year   **2**

- 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

No File Uploaded

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)

Participated in NIRF Participated in GSIRF MCQ based online examination conducted MOU signed with ASDC for skill development program Finishing School Program conducted

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
Participated in GSIRF and NIRF for quality enhancement of the institution	**Participated in GSIRF and NIRF**
Strengthen placement efforts	**various companies invited for placement. Students data shared with the companies. Also organized placement fair.**
Organized MCQ based online examination	**MCQ based online examination of UG and PG program conducted**

13.Whether the AQAR was placed before statutory body?   **No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	SHRI SURAT JILLA SAHAKARI BANK COMMERCE COLLEGEAND SHRI SAYAN SAHKARI KHAND UDHYOG ARTS COLLEGEOLPAD
• Name of the Head of the institution	Dr. ISHVERBHAI M. PATEL
• Designation	PRINCIPAL
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• Phone no./Alternate phone no.	02621222203
• Mobile No:	9879393979
• Registered e-mail	olpadcollege@yahoo.co.in
• Alternate e-mail	impatel3939@yahoo.com
• Address	Near Govt.ITI, Hathisa Road, Near Taluka Sewa Sadan
• City/Town	Olpad/Surat
• State/UT	Gujarat
• Pin Code	394540
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• Location	Rural
• Financial Status	Grants-in aid
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	University ,Surat
• Name of the IQAC Coordinator	**Dr. Rita B. Patel**
• Phone No.	**9727637376**
• Alternate phone No.	**9429826673**
• Mobile	**9429826673**
• IQAC e-mail address	**ritabenpatel70@yahoo.in**
• Alternate e-mail address	**olpadcollege@yahoo.co.in**
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• if yes, whether it is uploaded in the Institutional website Web link:	http; // olpadcollege.org.in / Download/ AQAR-2022-23.pdf

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Cycle 2	**B**	**2.2020**	**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
NA	**NA**	**NA**	**NA**	**NA**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	**2**	
• 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	No File Uploaded	
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)

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13.Whether the AQAR was placed before statutory body?	**No**
• Name of the statutory body	

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	15/12/2022

15.Multidisciplinary / interdisciplinary

Environmental Studites is taught as an interdisciplinary course at under graduate level.

16.Academic bank of credits (ABC):

Process of creation of Academic Bank of Credits initiated through affiliating university. Students are provided information regarding subjectwise credits through orientation in person if required.

17.Skill development:

The Instution provides platform for the devleopment of skills like communication skill, life skill, interview skill etc.which are included in the syllbi. Gujarat State Higher Education Dept launched Finishing School Programs are implemented to provide additional practice in language and communication skills to the students. Empolybility skills is provided through finishing school and placement cell. Students get exposure to Leadership, Team work, Time Management etc. participating in various co- curricular and Extension activities like NCC and NSS.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The instituion provides education in vernacular language as well asin the national language, international language and classical language (Sanskrit) which are taught as the main courses.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The instituion's focus is to provied outcome based education. Outcome are discussed with the students brfore beginning the courses.

20.Distance education/online education:

The institution is a recognied centre of the BAOU for distance learning. The insitutuion offers 1 diploma, 1 PG diploma, 3 degree and 1 PG programs through Babasaheb Ambedkar Open University. Ahmedabad through distance learning. The fees paid by ST, SC and OBC students is refunded.

Extended Profile

1.Programme

1.1	**149**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	**1514**
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	**1121**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	**583**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**11**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

Number of Sanctioned posts during the year

18

File Description	Documents
Data Template	View File

4.Institution

4.1

Total number of Classrooms and Seminar halls

21

4.2

Total expenditure excluding salary during the year (INR in lakhs)

49.44

4.3

Total number of computers on campus for academic purposes

69

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

The institute prepares academic calendar in line with the calendar prepared by the affiliating university for planning and smooth functioning of curricular, co- curricular and extracurricular activities. On the opening day of academic year, the staff meeting is held in which complete planning of the activities to be carried out during the year is done. As per the decisions taken in the meeting, HoDs also convene the meeting of the respective departments and prepare their academic planning regarding distribution of workload. The Timetable committee prepares time table of the institution. The HoDs allot the workload in consultation with the Principal among the regular faculty. For the remaining workload, the managing committee appoints temporary teachers. The progress of curriculum delivery is constantly

monitored by the HoDsand Principal.

The facultyuse traditional chalk- talk method, presentation, audiovideo show, assignments, group discussion, case studies, drill, power point presentation, problem solving techniques, class test, guest lecture, occasional workshop-seminar, paper solution exercise etc. The class mentors closely monitor the progress of the students throughout the semester. During the process of teaching – learning, the learners are also motivated not only for academic development but also to make them responsible citizens of the country.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://olpadcollege.org.in/index.php

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

The academic calendar for the said year is provided by the affiliating University before the commencement of the academic term. The institution adheres to it and also prepares its own academic calendar for various activities during the year. The Head of the institution ensures that the college academic calendar is in tune with the academic calendar of the University. Institutional specific activities are also considered. planning and conduct of activites is assigned to the conveners of the various committees. HODs fill up syllabus related feedback forms which are analyed by the HOI and faculties are instructed accordingly.

The head of the institution, in consultation with HODs takes care to have an equal distribution of answer books among faculties as per work load so that the evaluation is done within the stipulated time. The evaluation methods are communicated to students in the beginning of the academic session. The structure of the question paperis discussed in the class by the faculty and previous question papers of the internal tests and University tests are made available in the library which help the students to understand the mode of questions papers. The marking scheme and paper solution for pattern work is prepared in advance and circulated among faculties so that assessment can be done in a just and uniform way to avoid either over or under assessment.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://olpadcollege.org.in/index.php

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	**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

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

149

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

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

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

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

0

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

File Description	Documents
Any additional information	View File
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 sketches of great personalities and Nobel Prize Laureate Mohammad Yunus, Steve Jobs, A P J Abdul Kalam etc are taught. Teaching of English and Gujarati communication skill offer students professional ethics.

In B. Com. courses like Banking, Business Administration, Business Regulatory Framework students get exposure to business policies and ethics. All six semesters, 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	[View File](#)
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

2

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
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

116

File Description	Documents
Any additional information	View File
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	C. Any 2 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)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://olpadcollege.org.in/Download/doc2021/Feedback%202021-22.pdf

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

2220

File Description	Documents
Any additional information	View File
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

562

File Description	Documents
Any additional information	View File
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	NA
Upload any additional information	View File

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

Number of Students	Number of Teachers
1514	11

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Students are always at the centre of teaching-learning process. All the academic , curricular and extra –curricular activities are student centric. Since their enrolment in the Institute students are encouraged to join and participate in all these activities. Students are encouraged to participate in students council elections or selections with a sportsman spirit. Students' participation in Extension activities like NCC and NSS provide them platform to develop their leadership qualities , Time Management and Team work. This promotes their liability as the part of society as well as their duty as the citizens. The Institute organizes different programs like expert's lectures, participation in various competitions to develop holistic personality of the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	NA

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.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://olpadcollege.org.in/gallery.php?page=gal

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

14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
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

18

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
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

15

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

338

File Description	Documents
Any additional information	View File
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	View File
Link for additional information	NA

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

File Description	Documents
Any additional information	View File
Link for additional information	NA

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	View File
Paste link for Additional information	https://olpadcollege.org.in/index.php
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	View File
Paste link for Additional information	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.

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

348

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	View File
Paste link for the annual report	NA

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://olpadcollege.org.in/Download/doc2021/Feedback%202021-22.pdf

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	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
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	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	NA

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	View File
Any additional information	View File
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	View File
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

13

File Description	Documents
Any additional information	View File
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 52 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.

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.

File Description	Documents
Paste link for additional information	https://olpadcollege.org.in/gallery.php?page=gal
Upload any additional information	View File

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	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

1414

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

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

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

1414

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

3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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	View File
Any additional information	View File
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.

- **Detail the facilities available for**

- **Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning**

and research 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
-
-

- College library

- Computer lab

- Digital Education and Learning Lab
- Multimedia Hall

b) Extra –curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

1. Large play ground

- Cricket
- Volley ball
- Athletics
- Foot ball
- Table tennis
- Chess
- Caroms

1. Open air stage

- Concrete block pavement inside the campus
- Speaker

- ■ **Diesel Generator**
- ■ **PA System**

- **Gymnasium**
- **Weight Lifting**
- **NSS Office**
- **NCC Boys and Girls office**
- **Obstacle track**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://olpadcollege.org.in/gallery.php?page=gal

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	[View File](#)
Paste link for additional information	https://olpadcollege.org.in/gallery.php?page=gal

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

0

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

23

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://olpadcollege.org.in/gallery.php?page=gal
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)

49.44

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
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= college+UGC Total no. of journal – magazines = (journal+ magazines) CDs and DVDs Collection of old magazines and journal 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	View File
Paste link for Additional Information	NA

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | **E. None of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

6.11

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

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	[View File](#)
Paste link for additional information	https://olpadcollege.org.in/gallery.php?page=gal

4.3.2 - Number of Computers

69

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	B. 30 – 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

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)

49.44

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

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	[View File](#)
Paste link for additional information	[https://olpadcollege.org.in/gallery.php?page=gal](#)

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

650

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

0

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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	**B. 3 of the above**

File Description	Documents
Link to institutional website	https://olpadcollege.org.in/gallery.php?page=gal
Any additional information	View File
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

145

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

0

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent	**A. All of the above**

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	

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

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

42

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

14

File Description	Documents
Upload supporting data for student/alumni	*View File*
Any additional information	*View File*
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	*View File*

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.

1

File Description	Documents
e-copies of award letters and certificates	*View File*
Any additional information	*View File*
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 Seva Dhara – Community Service Band**

Activities are carried out with financial aid of the state government as well as the students council.

File Description	Documents
Paste link for additional information	https://olpadcollege.org.in/gallery.php?page=gal
Upload any additional information	View File

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

12

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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/- the teaching staff and two in the office staff.

File Description	Documents
Paste link for additional information	[Nil](Nil)
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

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".

Mission:

- To groom a student in areas of his/her career of interest and impart necessary competence to make one successful in professional career.
- To start various educational courses for academic, co-curricular and overall development of students and staff.
- To bring continuous improvement in performance on basis of the feedback from all the stake holders (Students, Parents, Faculty, management, employers, concerned authorities).
- To build resource pool of alumni, ex-staff, donors and well-wishers.

File Description	Documents
Paste link for additional information	https://olpadcollege.org.in/index.php
Upload any additional information	*View File*

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

- **Policy statement and plan of action is prepared under the headship of the principal and after the discussion with the staff. Principal, various department heads, faculties and various committees checkout the action plan to be implemented for the proposed academic year. Academic calendar is prepared in line with the academic calendar of the affiliating University. Curricular and extra-curricular activities are carried out as per this calendar. All efforts are made at the Institutional level to achieve and fulfil the stated mission.**
- **Head of the Institution check out the strategic plan after the discussion with the Department Heads, faculties. Student representatives are also involved concerning student centric activities.**
- **Management, principal and the faculties interact with the stakeholders during annual meeting, college functions and gatherings.**

File Description	Documents
Paste link for additional information	https://olpadcollege.org.in/Download/doc2021/Committee%20List.pdf
Upload any additional information	*View File*

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- **Management held two meeting with faculties annually and for the suggestion regarding better governance & better academic environment. Management decides about the new policies after discussion with the principal. Management does not intervene regarding the academic reform or change. However, they interact with the faculty and take information.**

- **Policies and plans are decided by the Management and the principal, Faculties suggestion are also invited. Faculties or the committee is assigned with duty for the better implementation of the policies.**

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NA
Upload any additional information	View File

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.

- **Principal has the complete authority to decide about financial, academic or administrative issues.**
- **Department Head has the full freedom to conduct academic activities.**
- **Various committees are formed under the convener ship of the faculties and they are free to plan & conduct activities.**
- **IN charge of extension activities have the full freedom to plan & 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.**

File Description	Documents
Paste link for additional information	https://olpadcollege.org.in/Download/doc2021/Committee%20List.pdf
Link to Organogram of the Institution webpage	https://olpadcollege.org.in/Download/doc2021/Committee%20List.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and	B. Any 3 of the above

Support Examination

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

- **Allowing them to participate in capacity building and skill development programmes.**
- **Providing access to latest and technology and technology aided resources.**
- **Appreciating their achievement / recognition in the college function.**

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

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	View File
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).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
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

0

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	[View File](#)
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

- **Institution has developed mechanism to collect feedback of 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 & their academic calibre of the students in their respective subjects. These forms are analised 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 Govt. 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	[NA](#)
Upload any additional information	[View File](#)

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 2021-22 was audited by Ashis Modi & 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.
- So far no major or minor audit objections are noticed.

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

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)

1,60,712

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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

Grant for salary, gratuity, leave encashment, building maintenance etc from the State Government is the major part of the institution fund. Education fee, library fee, students union fee, amenities fee, campus development fee, internal examination fee and other fees are also an important sources of fund of the institution. Grant from UGC is also one of the sources of an institutional fund. Grant for Saptadhara UDISHA, Finishing school, NSS etc also part of an institutional fund. The grant from State Government, UGC etc. is utilized as the norms prescribed by grant providing agency. The fees and other receipts are also utilized as per the norms of affiliating university. Major purchase is done through

tender and quotations. The institution prepares its budget generally in the month of January- February. The same is put before the managing committee for approval. The institutional accounts are prepared and kept up to date using Tally ERP 9 software. Every month the accounts are reviewed by the head of the institution. The audit reports and revenue expenditure statements audited by the auditors are put before the managing committee and general body of the management. The Education Department also undertake audit of the institutional accounts regularly.

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

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

- ○ Internal quality Assurance cell has been established in the Institution on 15th January 2009 after the NAAC Peer Team visit, as per the directives of UGC. Since its establishment IQAC has carried out many functions effectively for the quality enhancement, viz

- Promotion and motivation for the staff and the students
- Chalking out academic calendar and motivating faculties to prepare teaching plan in congenial with the University calendar
- Promotion of technology aided teaching – learning
- Helding meeting of Alumni
- Providing suggestions for better infrastructure
- Providing suggestions for the enrichment of the library and the faculties provided by the library
- Promoting research activities

File Description	Documents
Paste link for additional information	https://olpadcollege.org.in/Download/doc1920/IQAC%20MINUTES%202020%20AQAR.pdf
Upload any additional information	View File

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

- ○ **There are following mechanisms to review the teaching learning process.**

- • **Continuous internal evaluation**
- • **Internal Quality Assurance Cell**
- • **Feedback from the stakeholders**
- • **Review of exam result**
- • **Interaction of the staff with the students**
- • **Review through staff meeting**

File Description	Documents
Paste link for additional information	https://olpadcollege.org.in/Download/doc19 20/IQAC%20MINUTES%20202021%20AQAR.pdf
Upload any additional information	View File

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)	**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://olpadcollege.org.in/Download/doc2021/Feedback%202021-22.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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

- **Orientation by the teachers elaborating issues regarding harassment, violence against women and gender sensitization.**
- **Girl students are made aware through orientation by female faculties and also during NSS & NCC camps.**
- **Eminent advocates and police officer are invites to bring awareness about such issues.**

- **The Sexual Harassment Cell of the college organizes lectures/ talks on issues related to gender, sexual harassment and the legal provisions for the same. The staff and students attend such programmes and they remain well informed. The attempt is to draw attention towards gender difference which deserves more attention to fight against discrimination based on gender.**

- **Self Defence training for girl students.**

File Description	Documents
Annual gender sensitization action plan	https://olpadcollege.org.in/index.php
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	https://olpadcollege.org.in/gallery.php?page=gal

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

- **Institution does not have any system for waste managements. However, Institution does not produce any hazardous waste.**
- **Electronic items and equipment are sold as the scrap.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	NA
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling	**B. Any 3 of the above**

Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

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

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	[View File](#)
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 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	`D. Any 1 of the above`

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
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)	View File
Any other relevant information	View File

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 citizensdesigned 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	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts	**A. All of the above**

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

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	View File
Any other relevant information	View File

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 Janmasthmi, Navratri, Kite Flying Day etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

7.2. BEST PRACTICE – 1

1. Title of the Practice : Helping needy students giving them text books through out the year

2. Objective of the Practice :

- **To provide a help to needy students**
- **To promote social responsibility**

3. The Context :

Institution is situated in rural area and majority of the students belong to OBC/SC/ST/EWS and Minority. Institution provides help through scholarship and books to such students. Financial assistance is also provided to such students providing them partial college fees.

4. Practice :

When the first year BA/BCOM, MA/MCOM classes begin students are given information about the college physical facilities, activities and welfare initiatives undertaken by the college. Needy students identified and applications are invited from the students. Such students are provided with complete text book sets through out the year.

Detail of the initiative and beneficiary students is provided in the following table.

Year

2018-19

2019-20

2020-21

2021-22

No of students

22

41

23

12

No of books issued

117

217

160

68

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Institute is the only one grant aid college at taluka level situated in rural area. Almost 50 percent of the total strength consist of girl students. Many girl students are such who would not have able to go for higher studies because of social, economical and familial reasons. Institute provides UG/PG , research facilities and certificate courses in the one campus. Girl NCC cadets get exposure through NCC camps. NSS also provides a good platform to the girls to showcase their talent. Institute provides equality at ever level and because of this almost all female staff have completed their doctoral research. Many girl students have also completed their research and some have been pursuing. Thus, Institution is contributing towards Women Empowerment.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	[View File]()

7.3.2 - Plan of action for the next academic year

- **Updation of IT facilities**
- **Updation of physical facilities**
- **Improvement in quality of teaching learninig**
- **Maximum extansion and community outreach event.**