



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

NAVJIVAN SCIENCE COLLEGE DADHOD

- Name of the Head of the institution **DR GAURAGKUMAR JAYANTILAL KHARADI**
- Designation **ASSISTANT PROFESSOR**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **02673250346**
- Mobile no **9979662555**
- Registered e-mail **navjivan_73@yahoo.co.in**
- Alternate e-mail **drkharadi84@gmail.com**
- Address **Navjivan Science College Jhalod
Road Dahod**
- City/Town **Dahod**
- State/UT **Gujarat**
- Pin Code **389151**

2. Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **Shri Govind Guru University
Godhra**
- Name of the IQAC Coordinator **Dr. Nileshkumar Mangalbhai
Vaghela**
- Phone No. **02673250346**
- Alternate phone No. **02673250346**
- Mobile **9537385246**
- IQAC e-mail address **navjivan_73@yahoo.co.in**
- Alternate Email address **dr.nileshmvaghele@gmail.com**

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

https://navjivansciencecollege.org/wp-content/uploads/docs/AQAR_201920.pdf

4. Whether Academic Calendar prepared during the year?

Yes

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

<https://navjivansciencecollege.org/wp-content/uploads/docs/Academic%20Calender.jpg>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.12	2008	16/09/2008	15/09/2013
Cycle 2	B	2.31	2014	05/05/2014	04/05/2019

6. Date of Establishment of IQAC

22/05/2008

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Navjivan Science College Dahod	NSS	State Government	2020	125000

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 **4**

- 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)

The institute has been submitted an application to start B. Sc. in Microbiology and Biotechnology.

The internal evaluation of the students were done under Covid-19 conditions.

The renovation and new construction of laboratories was carried out.

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
Various sports activities to be organized	The institute organized online sport quiz competition during the year. The institute organized Virtual Fitness Competition during the year. The institute organized online quiz competition to celebrate international sport day on 6th April, 2020. The institute organized online seminar on "Jivan Charitra of Swami Vivekanand" to celebrate Swami Vivekanand's Birthday i.e National Youth Day on 12th January, 2020.
Social activities by NSS during Covid-19	Covid -19 awareness promoting posters are shared in the social media, Students assisting police staff in Traffic management, Students assisting in maintaining social distancing and other duties at ration shop for 11 days, Promoting awareness through making posters by students and shared in the social media, Awareness to download 'Arogya Setu' App. & registration on 'I-Got' by students, Volunteer Miss.Vijyaben patil self prepared 250 face masks and distributed by NSS volunteers,
Job placement fair for B. Sc. and M.Sc. students	Total 72 students were registered in placement fair organizes by state government on 18th March, 2021 at Government Polytechnic College Dahod. Out of them 46 students were appeared in the interview and 46 students were selected. The institute and EMIR- 108 Ahmadabad were jointly organized campus interview for B.Sc.

	<p>students on 29th October, 2021.</p> <p>Total 24 students were registered and eight were selected. The institute and LIC, Dahod were jointly organized campus interview for B.Sc. and M.Sc. students on 31th July, 2021. Total 25 students were registered and appeared for interview. The institute and NPCL, Gujarat have jointly organized online Webinar on "Nuclear Energy Awareness Programme" for B. Sc. and M.Sc. students. Total 250 students were participated in it.</p>
Utilization of RUSA - 2.0 for renovation and new construction of college building.	The renovation and new construction work of college building was started and the part payment to the contractor has been done as per guided by RUSA (KCG) committee.
An application to Shri Govind Guru University Godhra to start new subjects in B.Sc. programme	The institute has been submitted an application to start B. Sc. in Microbiology and Biotechnology.

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**

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• Name of the Head of the institution	DR GAURAGKUMAR JAYANTILAL KHARADI
• Designation	ASSISTANT PROFESSOR
• Does the institution function from its own campus?	Yes
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• Pin Code	389151
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• Location	Rural
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• Name of the Affiliating University	Shri Govind Guru University Godhra

• Name of the IQAC Coordinator	Dr. Nileshkumar Mangalbhai Vaghela				
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• Mobile	9537385246				
• IQAC e-mail address	navjivan_73@yahoo.co.in				
• Alternate Email address	dr.nileshmvaghela@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://navjivansciencecollege.org/wp-content/uploads/docs/AQAR_201920.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://navjivansciencecollege.org/wp-content/uploads/docs/Academic%20Calender.jpg				
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Social activities by NSS during Covid-19	Covid -19 awareness promoting posters are shared in the social media, Students assisting police staff in Traffic management, Students assisting in maintaining social distancing and other duties at ration shop for 11 days, Promoting awareness through making posters by students and shared in the social media, Awareness to download 'Arogya Setu' App. & registration on 'I-Got' by students, Volunteer Miss.Vijyaben patil self prepared 250 face masks and distributed by NSS volunteers,
Job placement fair for B. Sc. and M.Sc. students	Total 72 students were registered in placement fair organizes by state government on 18th March, 2021 at Government Polytechnic College Dahod. Out of them 46 students were appeared in the interview and 46 students were selected. The institute and EMIR- 108 Ahmadabad were jointly organized campus interview for

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13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022	09/02/2022
15. Multidisciplinary / interdisciplinary	

The Institution will focus on overall development of students by inculcating critical reasoning abilities and skills that will enable them to be open-minded for change and acquisition of new knowledge. Our education will be aim at developing all round capacities of students: intellectual, aesthetic, social, physical, emotional and moral values in an integrated manner.

The Institution will organize programs to integrate scientific knowledge, for example by arranging presentations and lectures by resource persons to inculcate basic scientific knowledge among science students.

The Institution offers flexible and innovative curriculum that includes credit based courses and projects in the course programmes, in the areas of community engagement and service, environmental education, and value based education, for example Yoga day celebration, Human Rights day celebration, AIDS prevention day, Legal Awareness Program, Environment Day Celebration, etc.

The Institution will offer a liberal education which them develop all students capabilities - intellectual, social, physical, emotional and moral values in an integrated manner. Keeping in view the problems faced by the students, the Institution plans to set up short-term vocational courses to make the students equipped towards self-employment.

The Institution has a Career Guidance Cell to find out the problems prevailing among the students and aims to solve these problems by organizing various meetings and awareness campaign.

In view of NEP 2020 our Institution has organized various programs like blood donation camp, mass awareness campaign such as AIDS awareness, awareness for traffic rules, Anti-tobacco campaign, Save environment campaign, Run for Unity, Fit India Movement, SwachataPakhwada, Women Self Defence and Empowerment, COVID-19 awareness.

16.Academic bank of credits (ABC):

The Institution has to wait for approval from the Academic Council before implementing the Academic Bank of Credits. The pedagogy of the Institution is student-centered, and the pedagogies of the faculties are constructivist, inquiry-based, reflective, collaborative, and integrative. Assignments, internal and external evaluations and practicals are utilised to examine

the students' learning outcomes.

17.Skill development:

Since the Institution aims is to provide higher education, value-based education to the students of the tribal areas, an attempt is made to instil optimism in the students. The college further observes national holidays including Republic Day and Independence Day. Taking part in events like World Aids Day, Environment Day, and commemorating the birthdays and deaths of our national leaders all help kids develop positive character traits in our students. The college also uses mentoring as one of its techniques to help students make the most of their education and explore their options for career after graduation.

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

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

The Institution works to help students develop a positive outlook and other traits that will help them lead successful lives, as well as the understanding that learning is a lifelong endeavour. One of the programme outcomes for the students is to understand, analyse, evaluate, and develop responsibility and effective citizenship. In order to encourage the use of Indian languages, the degree-level topics are taught in Gujarati language. The mentors also use bilingual mode (English and vernacular language) for teaching language.

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

The Institution works to help students develop a positive outlook and good character traits that will help them lead successful lives, as well as the understanding that learning is a lifelong activity. The outcomes of the degree programme for the students is to understand, analyse, evaluate, and develop responsibility and effective citizenship. It also emphasizes on a clearly articulated idea of what students are expected to know and be able to do. The Institution provides good education to students, session on career counselling, industrial training, science practical, research etc, which will help them when they leave the institution.

20.Distance education/online education:

The Institution offers both graduate and post graduate distance courses as well as vocational course through ODL (Open Distance Learning) mode in due course of time. The faculty have used Google Classroom, Zoom, Microsoft Teams, the usage of PPT and a few of the technology tools as teaching and learning aids especially during the pandemic lockdown with the convenience of the students in mind. Some institutional efforts toward blended learning have included group collaboration, interaction, assignments, revision, and assessments.

Extended Profile

1.Programme

1.1

6

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

File Description	Documents
Data Template	View File

2.Student

2.1

347

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

300

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

316

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	17
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	11
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	07
4.2 Total expenditure excluding salary during the year (INR in lakhs)	176.7
4.3 Total number of computers on campus for academic purposes	25
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	
<p>The institute is affiliated to Shri Govind Guru University (SGGU), Godhara since 2016 and the university has its own well planned and well established structure for effective curriculum delivery. The institute prepared its own academic calendar on the basis of the academic calendar provided by SGGU. The institute ensures effective curriculum delivery with appropriate documentation such as academic calendar and various activities to be done during the academic year. The institutional academic calendar was displayed on college notice board as well as on college web site. Meeting of</p>	

all head of departments with principal was carried out to discuss academic calendar and time table. Initially the general timetable was prepared and sent to each department for finalized it. The head of respective departments arrange meeting at department level and distribute syllabus among the faculty members according to their expertise. The final time table was displayed on the notice board and uploaded on college website. The time table was implemented by teaching, non-teaching faculty members and students during the years to conduct class room teaching and laboratory teaching. The class room teaching was carried out by lectures, seminars, special lectures, group discussion field trip and industrial visit during the year.

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

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

The institute prepared its own academic calendar on the basis of the academic calendar provided by SGGU, Godhra. The institute ensures effective curriculum delivery with appropriate documentation such as academic calendar and various activities to be done during the academic year. The institutional academic calendar was displayed on college notice board as well as on college web site. Meeting of all head of departments with principal was carried out to discuss academic calendar and time table. The institute has transparent internal assessment system through which student examined and evaluated by internal test, quiz, seminar and assignment. All examination was carried out as per academic calendar of the institute. Remedial classes and practical are conducted for the students having less attendance and low achievers.

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

1.1.3 - Teachers of the Institution participate

B. Any 3 of the above

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

6

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

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

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

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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

00

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

1.3 - Curriculum Enrichment

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

The Institute is affiliated to the SGGU, Godhra and we follow the curriculum prescribed by the university. Some cross-cutting issues relevant to Gender, Environment, Human values and Professional Ethics are already integrated into the curriculum. Over and above, to sensitize the students towards these issues, the Institute organizes a number of programs such as invited talks, seminars, awareness programs etc.

Gender and Human values: The Institute organizes seminars/invited talk under the NSS and CWDC to sensitize the students about gender equality and human values. The Institute celebrates the International Women's Day to highlight gender issues.

Environmental Studies: The students of B. Sc. learn environmental studies, Fuel chemistry, Renewal chemistry, Energy and energy harvesting, Soil composition and analysis, water analysis and daily use of industrial chemistry. It brings awareness among the students about the current environmental issues. They also learn how to develop sustainable practices which can protect and preserve environment. It also trains the students how to look for the remedy of these challenging issues which threaten the very

existence of life. The students of M. Sc. Sem I (Chemistry) are trained to efficiently use renewable raw materials, eliminating wastes and avoiding the use of toxic and hazardous reagents.

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.	No File Uploaded

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

01

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

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

65

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	C. Any 2 of the above
File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File
1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://navjivansciencecollege.org/wp-content/uploads/2023/08/Feedbck 202021 compressed.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 students admitted during the year	
347	
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

309

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

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students by organizing special programmes for advanced learners and slow learners.

The students in our college come from both urban as well as rural areas. Majority of the students come from economically backward communities of the society. Accordingly the college is much concerned about the overall growth and development of the students which provide them equal opportunities in the learning process.

During their classes, the mentors adopt a process to observe and identify the slow and advanced learners among the students as per their responses in the class room as well as based on their performance in the class viva or the internal examinations.

The slow learners are provided extra attention with informal environment and helping them to easily understand the concept. The teaching-learning process with slow learners includes:

- Individual counseling
- Remedial Coaching
- Providing extra notes and reference books.
- Group discussion session

The advanced learners are encouraged to ask their questions or doubt freely and frequently in a formal way and their teaching-

learning process includes:

- Encourage to refer reference books or advanced textbooks
- Preparation of their own notes
- Participation in learning sessions like seminar, poster presentation, quiz, debates, etc.
- Motivates to participate in various activities to develop their confidence and overall personality

File Description	Documents
Paste 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
347	17

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

Laboratory Practical classes in Science Departments

Engaging students in Field work

Participation of students in Seminars, Conferences etc.

Industrial visits Training Industrial Plant visits for students

On Teacher's Day, an opportunity is provided to all students to play a role as a teacher and having an experience to teach in classroom. Students are also continuously encouraged to organize programmes at departmental level. This helps student to improve their knowledge, presentation skills and personality development.

Our college uses participative learning to encourage students to actively involve them in learning process. The college methods for participative learning like Assignments, Elocution, Quiz, Case Study, Project, Journal Submission etc.

Our mentors provide students tasks that inculcate in them problem solving skills; they receive practical and direct experience of negotiating difficult situations, and are trained as capable, competent and accomplished individuals.

Following Problem solving methods are used in student centric activities Trial and Error

The Students also participate in various extracurricular activities organized by the college like Cultural and Sports Activities. Like New Year celebrations with cultural programmes, Teacher's Day & self-Discipline Day, Farewell Party for final year students etc. The students are encouraged to participate in Inter-Collegiate Cultural and Sports Competitions. Yuva Mahotsav of University

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

1. Microsoft Teams and Google classroom are used to manage and post course related information- learning material, quizzes , lab submissions and evaluations, assignments, etc.

2. Virtual labs are used to conduct labs through simulations.

3. Online drawing tools like concept maps, mind maps, are used to perform student centric activities.

4. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process.

5. The online learning environments are designed to train students in open problem-solving activity.

6. Media lab facility is used to create video lectures and upload in appropriate platforms for students to use as extra learning resources.

7. Lab manuals are mailed to students well in advance the experiment is performed.

8. Online quizzes and polls are regularly conducted to record the feedback of the students.

9. IIT Virtual lab is used for creating multiple students accounts where faculty can check the individual practicals performed by students.

10. To teach mathematical subjects in online mode, teachers have used various online tools like- whiteboard in Microsoft teams, Jamboard in Google meet, etc.

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

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

17

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

06

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

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

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

10

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

190

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

The college has transparent and robust evaluation process in terms of frequency and mode. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in time. The Principal holds meetings and directs the faculties to ensure effective implementation of the evaluation process. The admissions are given on merit basis and the lists of merit students are displayed on Notice board. Students are assessed continuously through various evaluation processes at college and University level.

The students are evaluated continuously based on Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation. The performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing the students after their assessment.

For transparent and robust for internal assessment, the following mechanisms are conducted

- Internal Examination Committee.
- Question Paper Setting.
- Conduct of Examination
- Result display
- Interaction with students regarding their internal assesement.

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

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

The assessed internal test marks are displayed on the Notice board

- In case of any grievances regarding internal assessment, the student is free to interact with the teacher and get it resolved. The unresolved grievance, if any, is referred to the Principal

through the Head of the Department.

- As per the university norms, following are the methods of grievance redressal regarding university assessment:

-Right to apply for verification of answer books.

- Right to apply for verification with photocopy of answer books.

- Right to challenge the evaluation of answer books.

- The student has the option to apply for the photocopy and verification of marks of the preceding examinations for a maximum of two answer books. The photocopy is supplied on the payment of non-refundable fees as prescribed by the university from time to time. However, the photocopies of answer books of practical examinations marks, viva-voce, are not supplied to the examinee(s).

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

As the Institute is an affiliated to SGGU, it follows the affiliating university's course syllabus as well as the teaching, learning, and assessment mechanisms. As a result, the Institute has used the affiliating university's syllabus to express the required learning goals for the various programmes and courses provided at the undergraduate and graduate levels. The Institute makes an attempt to construct relevant and learner-centric learning outcomes to address multiple components of excellent teaching-learning such as experience learning, skill development, critical thinking, and analysis when producing these learning outcomes.

The HODs along with the respective teaching faculty, discuss the syllabi prescribed by the affiliating university to prepare the learning outcomes at the start of each session. As a result, they

have a department wide conference attended by all faculty members to debate and finalise the learning outcomes for the topic for the department's programmes and courses. In addition, when establishing the learning outcomes. If the affiliating university makes any changes to the syllabi, they are given proper consideration in order to alter the learning outcomes for a specific programme or course. This guarantees that learning results are familiarised and understood on a regular basis, as and when necessary.

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

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

In view of this, all the departments of the Institute, under the guidance of IQAC, strive to achieve the Pos and COs by organizing various academic, co-curricular and extra-curricular activities for the learners on a regular basis.

A comprehensive mechanism for the evaluation process is based on the performance of the student in both internal as well as external examinations, assignments, performance in the practical viva, his/her attendance in both the theory classes and the laboratory, participation in various co-curricular and extracurricular activities etc. Remedial classes for slow learners and special classes for advanced learners are conducted based on this analysis. One of the bench marks as far as the COs and POs are concern is the number of Students clearing National level aptitude test in their respective subject. Since these test are based on checking the fundamental knowledge of the students. It can work as a reliable indicator of how far conceptual understanding of the students has been achieved at the end of the program. The Institute boast of a good number of students clearing such competitive test.

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

316

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)

[NIL](#)

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)

00

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

09

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

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

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

00

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Yet we have not implemented.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

00

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

04

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

00

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

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

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

00

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

3.4 - Extension Activities

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

The NSS units of the institute organized various extension activities during the year 2020-21. NSS played an important role during the COVID - 19 pandemic lockdown period. NSS volunteers along with district administration of Dahod. The NSS volunteers assist district police to manage social distance and manage traffic during the lockdown. In order to create awareness regarding COVID - 19 in the community they prepared small videos, e - messages and posters which were shared to friends, relatives and near and dear ones via various social media platforms like Instagram, Twitter, Facebook, Whatsapp status and groups.

The NSS volunteers aware friends and relatives regarding registration and use of Arogya Setu application. The NSS volunteers prepared masks at home and distribute among slum areas of Dahod. The NSS volunteers and district administration organized rallies named "Jan Andolan" to aware people from COVID - 19, distribution of ayurvedic kadha, distribution of immunity booster Arsenicum Album / samsamani vati and vaccination awareness during the year 2020-21.

Blood Donation : " Blood Donation Camp" is another imperative programme organised by the NSS unit in collaboration with Zydus Medical College and Hospital Blood Bank, Dahod. This kind of programme by NSS unit motivate our students for this noble cause.

Conclusion: The activities organized by the Institute add values of goodness, kindness, companionship, social responsiveness, leadership qualities and empathy which complements their academic knowledge for holistic development. The outreach programmes help to develop consciousness towards diverse social issues entrenched in the society.

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

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

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

4

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

3.4.3 - 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

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

7

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 during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

50

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)	No File Uploaded

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

00

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

00

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The campus of the Institute spans across an area of 18564 sq. m. It has a Main building includes admin and laboratories at ground floor and class rooms are on second floor. The physical infrastructure is adequate enough to conduct all the classes simultaneously in a single shift. Each department has adequate quantities of desktops and printers for use by the departmental staff. The campus is fully Wi-Fi compliant and students and staff have access to internet from any corner of the institute. The Institute has six classrooms which are well ventilated, spacious. The class room -13 has capacity to accommodate more than 200 students and have smart board with internet facility which is used for conference and seminar purpose. Laboratories are spacious and equipped with latest instruments and smart board with internet facility. The institute has library contains more than 10000 books and excess of online research journals available at INFLIBNET. The students and staff member have separate seating arrangements for reading. The institute has separate Girls' hostels are located near by the campus of the college. The college campus is secured with CCTV camera and security staff members. The institute has separate canteen and parking facility college campus.

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.

The Institute has more than adequate facilities for cultural and sports activities. The class room -13 has capacity to accommodate more than 200 students and have smart board with internet facility which is used for conference, seminar purpose and other cultural activities. The sport activity includes play ground for Athletics, Cricket, Football, Hockey, Volleyball, Kabaddi, Kho-Kho. The institute has indoor game facility like Badminton and Table Tennis, malkhamb and rope malkhamb.

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.

01

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)	
00	
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	No File Uploaded
4.2 - Library as a Learning Resource	
4.2.1 - Library is automated using Integrated Library Management System (ILMS)	
The institute do not have ILMS.	
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)	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)	
86636	

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

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

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

25

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

Computer and Internet facility Maintenance: The Dahod Anaj Mahajan Sarvajanic Education Society is given a annual maintenance for all computers on yearly basis. Under the AMC, desktop systems are checked on monthly basis and the hardware up gradation for network equipment like antivirus, access points, switches are done on need basis. The internet facility is facilitated by GTPL Fiber Broadband PVT LTD.

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

4.3.2 - Number of Computers

25

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

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	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)

00

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)	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.

The Dahod Anaj Mahajan Sarvajanic Education Society provides capital expenditure necessary to do all routine maintenance. It includes the cleaning of the entire college campus and other infrastructure facilities. Routine maintenance like sweeping of the campus classrooms, staff rooms, office, computer lab, libraries, etc. is carried out by the institute appointed staff and temporary staff hired on contract basis.

Building Maintenance: It involves painting and repair work of college building, plumbing work, etc.

Electrical Maintenance: The routine servicing, repairing and replacement of electrical accessories and installations in the campus is carried out by the permanent electrician. To increase the safety of level in the institute the college campus, classes, laboratories, lobby and other area of the college was secured by CCTV cameras. Library Maintenance Library day to day activities are managed by the Librarian and library peon and overseen by the library committee. Library software is reviewed by the committee and upgraded regularly.

Laboratory Maintenance: The Laboratory assistants, Faculty of respective laboratories are responsible for the upkeep of equipment. The laboratory gas connections are provided by Bharat gas agency. A Gas mechanic is appointed for the gas maintenance and he monitors the supply and leakage of gas on regular basis.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

380

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

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

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

00

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

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

D. 1 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	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	
00	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
00	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	E. None of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

08

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	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**

40

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

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

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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.

00

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

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

A Student Council is a representative structure through which the elected students of the Institute get an opportunity to take part in the affairs of the Institute, working in partnership with the principal, staff and students for the benefit and betterment of the Institute. As per the norms of the Shri Govind Guru University (SGGU), the students who score first and second of the class (one Class Representative (CR) and one Lady Representative (LR) per division) are elected. Out of these representatives, one general secretary (G.S.) is elected by a secret ballot. Soon after the election, the Student Council of the year is constituted. As per the norms, one of the faculty is appointed as Chairman and other as a Vice-Chairman. One of the elected CR/LR is appointed as the Secretary and two elected CR/LR appointed as members. Students are given freedom to choose the committee as per their skill and interest. Each committee works whole-heartedly to carry out various activities all over the year.

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

206

File Description	Documents
Report of the event	No File Uploaded
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)	No File Uploaded

5.4 - Alumni Engagement

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

The alumni association is yet to registered.

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 "Awareness and upliftment of tribal students in their scientific attitude, thereby to make them competent citizen of the nation" Mission "It is our commitment to widen the horizons of scientific knowledge & its applicability, so as to enhance the better living"

The Institute has realized that besides the regular curriculum and prescribed syllabi, it is necessary to develop an environment of scientific temper among students as well as to provide them all possible opportunities to be part of the latest developments which take place in the outside world. In this context, the Institute regularly invites the eminent speakers from various fields of scientific expertise to interact with the students. The students of life sciences visit different sanctuaries, eco tourism sites, botanical garden etc. to get first-hand experience of life in its natural habitat. The Institute has adopted a decentralized approach for smooth and efficient functioning of various departments. All HODs are empowered to take the necessary decisions with an unconditional backing of the HOI. The departments running PG courses have an additional income in form of the higher fee which is utilized by the department.

File Description	Documents
Paste link for additional information	Nil
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.

In order to manage and ensure the smooth functioning of its constituent institutes, the management of Dahod Anaj Mahajan Sarvajanic Education Society (DAMSES). But in our case, we are fortunate that the DAMSES aids in the smooth fund flow and glitch

free availability of funds as and when necessary. The DAMSES is acts as a buffer and is often looked upon as an intermediary to resolve any issues faced by the staff members. The promotions of the temporary staff members are routed through the DAMSES.

In the beginning of the term, the HODs are informed to prepare a list of the requirements for their respective departments that includes books, equipment, instruments and any other infrastructural/ academic facility to be augmented in the department. The HODs consult the teaching and the non-teaching staff members of the department whence, after deliberation, on receiving feedback from them finalizes the proposal which can be put forward in the DAMSES. This financial decentralization by way of participative management is indeed one of the outstanding features of our college and a classic example of healthy management and institute relationship.

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 Institute has been proactively taking student centric decisions. The perspective plan highlights a set of priorities and recommendations which would help the Institute to catapult into a level at par with some of the best institutes of the country.

For the effective implementation of the perspective plan the steps taken are:

- The faculty members have participated as Chairman of BOS or members of the various committees of the SGGU
- The Institute has adopted the CBCS curriculum for academic flexibility
- The teaching staff uses PowerPoint presentations, YouTube videos, and visualizers etc. to enhance teaching experience.
- Research facilities were augmented by purchasing equipment from the research grants.
- Students were trained in soft skills through the finishing

school programme.

- The RUSA 2.0 Grant has been utilized for renovating the existing college building and constructing a new building.
- Gender sensitization activities, Swachh Bharat initiatives are undertaken by the Institute
- Rain water harvesting has been implemented.

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

The Dahod Anaj Mahajan Sarvajanic Education Society (DAMSES) has well-known academicians and other distinguished personalities from different walks of life as the members of its Governing Body. The DAMSES is governed by the managing committee which appoints the president of the Society. President of the society is elected in the Annual General Meeting. At the institutional level, the Principal - the head of administration, acts as a bridge between the management and staff. The Principal is assisted by well experienced and qualified members in the IQAC, all the HODs & the administrative office. IQAC is functioning as the advisory body for various policy matters, structures and documentations mandated by the statutory authorities.

The Institute has constituted several committees that aid in better management of various activities and ongoing processes. The committees comprise of not only the staff members but also students, in some cases.

The various functional committees in the Institute are:

- Social and cultural activity committee
- Local exam committee
- Grievance redressal committee
- Library committee
- Sexual harassment committee
- Campus placement cell

- Campus discipline committee
- Time Table committee

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

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

D. Any 1 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The Institute has taken various effective measures for the professional development and welfare of the teaching and non-teaching staff.

- There is provision for provident fund as per the government norms
- Gratuity is also admissible as per the government norms
- The faculties can avail themselves of financial support for attending conferences / seminars /workshops.
- There is a Registered Co-Operative Credit Society of the Campus, managed by the employees of the various institutes

of DAMSES, which provides services like deposit and loan to its shareholders.

- Female staff members can avail themselves of maternity leave as per government rules.
- Male staff members can also avail themselves of paternity leave as per the government rules.
- On Duty Leave (ODL) is provided to the staff members for attending examination work, evaluation work, BoS meeting, workshop, seminar, conference, orientation course, refresher course, faculty development program etc.
- Increments in salary are regularly released
- The peons / hamaals are provided with uniforms (2 pairs) every year.
- Staff members were provided with masks, gloves and sanitizers during the COVID-19 pandemic.

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

5

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

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

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year

0

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

5

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

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**The performance appraisal of the teaching staff is done as per the**

format approved by the college authority.

1. Academic Progress

- Faculty Development Programs attended

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 management monitors the funds by two types of audits internal audits and statutory audits. The internal auditor audits the income and expenditure. The statutory auditor is responsible for final statement of expenditure and utilization certificates. The internal audit takes place twice in a year the final audit is completed at the end of the financial year. A recognized chartered accountant firm is appointed for the audits. Its audited statement is reviewed by the management and sent back to the Institute with remarks, if any. The last audit was done in May 2021. There were no audit objections.

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)

NIL

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

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

Aided by the vision plan of Dahod Anaj Mahajan Sarvajanik Society (DAMSES), the accrued financial resources are judiciously budgeted and utilized for the all-round development and quality enhancement of the Institute

Means for the fund mobilization:

- Student fee
- DAMSES, Trust Fund

The Institute constantly encourages its faculty members to apply for research grants offered by various funding agencies. The Institute has received funds from the state government,

viz., KCG.

Optimal Utilization of Funds:

The Principal presents the budget for the Institute and secures approval from the management. The funds generated through fees, collected from students are used for cultural and other academic activities.

1. Recurring Expenses

- Academic activities, and Institution maintenance
- Research activities

- Maintenance of playground, flora and fauna
- Computer software such as MS Windows, antivirus, payroll,
- Maintenance of air-conditioners, water cooler etc.
- Maintenance of computers and peripherals such as printer maintenance, keyboards, mouse, LCD projectors etc

2. Non-Recurring Expenses

For the non-recurring expenses, the management allocates funds. The funds are allocated for the following purposes;

- Infrastructural development facilities and construction works
- Computers, lab and gymnasium equipment
- Up-gradation of the infrastructural facilities in tune with the modern trends

File Description	Documents
Paste link for additional information	Nil
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

The Institute has always believed in academic excellence and is known for its quality consciousness. The endeavors of the IQAC have brought about a paradigm shift in the working of the Institute. It has been instrumental in enhancing quality education by creating a student-centric and conducive environment with highly motivated teaching staff working in consonance.

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 process of imbuing the quality consciousness and bringing about changes is a humongous task that the IQAC has been shouldering with style.

Outcome based learning

- Internal exams are centered around CO
- The attainment of COs and POs are evaluated using attainment sheets
- The Number of prizes/gold medal at the University examinations are monitored and appropriate efforts are undertaken to maximize the numbers
- Problem based learning, development of analytical ability is encouraged Field trips, industrial visits, invited talks, are regularly organized for effective CO and PO.
- One of the important skills required for employability is good communication ability. "Finishing School" program for honing soft skills and personality development was started

Outcome : Promotion of ICT in teaching-learning process

- Each laboratory are ICT enabled and well equipped with tools. These tools are used regularly to enriching students' learning experience.
- A high-resolution camera mounted on a microscope is used in the Botany & Zoology department for showing slides and small specimens
- The Institute uses Microsoft Teams for online teaching
- To encourage usage of N-List the Institute facilitates the research student who has used the facility to the maximum by giving away a book.

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

D. Any 1 of the above

initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	
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	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded
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	
Due to covid-19 pandemic, all the classes were online so not able to organize any activity during this year.	
File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil
7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	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

We have solid waste management. we collect and separate bio-degradable materials and dump in a pit which contains microbial culture, which convert these waste in to compost. This compost will used for gardening as a bio fertilizer.

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

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:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic

B. Any 3 of the above

5. Landscaping	
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
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	E. None of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

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

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

Our college is located in the tribal area of Gujarat so most of the students are from tribal community as well as there are some students from Vohra community, so their socioeconomic backgrounds are totally different. We provide an environment in which develop harmony towards cultural and regional diversities.

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

In 2020-21 not any activity was performed due to Covid-19 pandemic

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,

D. Any 1 of the above

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.

File Description	Documents
Code of ethics policy document	No File Uploaded
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

In 2020-21 not any activity was performed due to Covid-19 pandemic

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 Practices 1 Social awareness through social activities by N.S.S. Unit. The NSS programme officer organizes various awareness programmes throughout the academic year. The N.S.S. volunteers of the institute conducted a specific survey to collect the responses

from the villagers of Dahod highlighting their life style and outlook. Some of key issue was suggested by District Medical Officer while they were practicing. The social awareness campaign is needed in this tribal area regarding election, blood donation, various diseases like thalassemia, HIV, Tuberculosis, Anemia polio etc. Moreover, this year the covid 19 pandemic affect whole world very badly and hence the NSS volunteer helped the society with their activities.

Best Practices 2

Preparation of compost through solid waste management

Composting is the natural process of decomposition and recycling of organic material into a humus-rich soil amendment known as compost. The daily cleaning and maintenance work produced solid waste which was collected separately and further sorted out into bio-degradable and non bio- degradable wastages which were treated further with culture to produce compost. The produced compost was distributed amongst plants available at campus.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

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 Navjivan Science College was established in 1973 and conducted by Dahod Anaj Mahajan Sarvajanic Education Society, Dahod. The institute is only grant-in-aid college of the Dahod district. The sport department of the institute has unique athletic activity named Mallakhamba. The Navjivan Science college is the only science institute of Gujarat, which runs this Mallakhamba activity. The institute has Mallakhamba and Rope Mallakhamba facility at sports departments. The institute has also introduced hanging Mallakhamba at the institute. The institute host various inter college and university level Mallakhamba and Rope

Mallakhamba at college campus. Moreover the institute is looking for MoU with Gujarat State Mallakhamba Association to arrange various state level and national level competitions.

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

Preparation of syllabus for B. Sc. Sem-I & II subject Biotechnology. Established of New Laboratory for Microbiology and Biotechnology. Preparation of feedback form of Students, Parents, Alumni, Staff members, Employers and Students Satisfaction Survey (Google form in Gujarati and English). Placement fair for B. Sc Sem-6 and M. Sc students.