



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

#### **Data of the Institution**

##### **1.Name of the Institution**

**SMT. C. C. MAHILA ARTS AND SHETH  
C. N. COMMERCE COLLEGE, VISNAGAR**

- Name of the Head of the institution **Dr. M. F. Patel**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **02765220155**
- Mobile No: **9426279181**
- Registered e-mail **ccmcnc@yahoo.com**
- Alternate e-mail **patelmf@yahoo.co.in**
- Address **Near Dosabhai Baug, Station Road**
- City/Town **Visnagar**
- State/UT **Gujarat**
- Pin Code **384315**

##### **2.Institutional status**

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

## • Financial Status

Grants-in aid

## • Name of the Affiliating University

Hemchandracharya North Gujarat University, Patan

## • Name of the IQAC Coordinator

Shri R. B. Shrimali

## • Phone No.

02765220155

## • Alternate phone No.

02765220155

## • Mobile

9724891046

## • IQAC e-mail address

ccmcnciqac@gmail.com

## • Alternate e-mail address

ccmcnc@yahoo.com

**3. Website address (Web link of the AQAR (Previous Academic Year))**<https://www.ccmnccollege.org/content/ccmnccollege.org/document/637aqar20-21.pdf>**4. Whether Academic Calendar prepared during the year?**

Yes

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

<https://www.ccmnccollege.org/content/ccmnccollege.org/document/4742021-22.pdf>**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.89	2008	16/09/2008	15/09/2013
Cycle 2	B	2.17	2014	05/05/2014	04/05/2019

**6. Date of Establishment of IQAC**

10/08/2009

**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
INSTITUTION	SALARY	STATE GOVERNMENT	2021-365	27564898
INSTITUTION	MAINTANANCE	STATE GOVERNMENT	2021-365	50000
INSTITUTION	NSS	HNGU - PATAN	2021-365	20823
INSTITUTION	ECO CLUB	STATE GOVERNMENT	2021-365	5000
INSTITUTION	UDISHA - PLACEMENT CELL	KCG - STATE GOVERNMENT	2021-365	50000
INSTITUTION	DEDF - GEM	KCG - STATE GOVERNMENT	2021-365	50000

**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)**

**IQAC encouraged various committees to conduct and organize different**

academic and co-curricular activities.

IQAC suggested involving students' active participation and involvement in teaching-learning process using ICT.

IQAC encouraged to take corona vaccine and organized vaccination camp for students and staff.

IQAC encouraged students for donate organs and taking an oath

IQAC emphasized to explore Azadi ka Amrit Mahotsav

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

Plan of Action	Achievements/Outcomes
To plan academic calendar	Academic calendar prepared and implementation successfully
To form various college committees and distribute the roles & responsibilities	Formed various college committees and distributed the roles & responsibilities for organizing co-curricular & extra co-curricular activities
To usage of ICT in teaching learning process	Maximum teachers has used ICT in classroom teaching
To enroll new students in N.C.C. and NSS	Enrollment successfully done for new students in N.C.C. and N.S.S.
To submit the AISHE data for the year 2021-22	Submitted timely the AISHE data for the year 2021-22
To conduct online teaching during lockdown due to corona pandemic	Online teaching class conducted in MS Team and Google Meet during lockdown due to corona pandemic
To arrange corona vaccination camp	Organized vaccination camp for students and staff
To sanitize campus during corona pandemic	Campus sanitized timely during corona pandemic
To promote and consolidate research activity	Faculties participated in online Webinars, Seminars, STC and published research papers in various journals

To celebrate Birth Anniversary of Poets, Leaders and Martyrs	Celebrated various Birth Anniversary of Poets, Leaders and Martyrs
To Celebrate Azadi ka Amrit Mahotsav	Various programs celebrated under Azadi ka Amrit Mahotsav
To organize N.C.C. and N.S.S. events	Various N.C.C. and N.S.S. activities were organized by the respective unit
To plan for Annual Prize Distribution and farewell function of last year students	Organized and Celebrated the events
To take feedback	Feedback taken and analyzed
To participate students in Inter college sports competitions	Students participated in different Inter college sports competitions and prepared students for state and national level competitions
To promote extension activities	Various extension activities were held by the institute

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

- Name of the statutory body

Name	Date of meeting(s)
SHREE MAHRSHI DAYANAND SARASWATI KELAVANI MANDAL	20/06/2022

14. Whether institutional data submitted to AISHE

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	<b>SMT. C. C. MAHILA ARTS AND SHETH C. N. COMMERCE COLLEGE, VISNAGAR</b>
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is likely to implement NEP and will offer multidisciplinary courses. As per the regulations and guidelines of university, we will follow the same.
<b>16.Academic bank of credits (ABC):</b>
Academic bank of credits (ABC) will be implemented by the college next year.
<b>17.Skill development:</b>
The Gujarati government has given our college a special grant to operate the "Finishing School Program" for skill development and will be implemented soon.
The institute organizes various activities for the development of soft skills, life skills, values, vocational guidance etc. Lecture for career guidance was arranged.
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>
Not applicable now but included in NEP 2020. Whenever our university will accept and implement then our college will also follow it.
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>
The College is affiliated to HNG Uni. Patan. The university has designed all programs with COs, POs focusing on Outcome based education (OBE). In their teaching methodology, all faculties keep in mind the outcome of the courses by making the students aware of the need of the course in the current scenario of job market and how it can help students develop specific skills.
<b>20.Distance education/online education:</b>
The Babasaheb Ambedkar Open University (BAOU) centre is run by our institute. It offers distance education programs in various disciplines. This education system allows students to find convenient time to study without interfering with their already busy schedule.

## Extended Profile

### 1.Programme

1.1

184

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 2.Student

2.1 **2129**

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 **568**

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 **598**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 3.Academic

3.1 **12**

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 **23**

Number of Sanctioned posts during the year

## Extended Profile

### 1.Programme

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File Description	Documents
Data Template	<a href="#">View File</a>

2.3 598

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1 12

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	23
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

4.Institution	
4.1	17
Total number of Classrooms and Seminar halls	
4.2	1960560
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	87
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Our college is affiliated to H.N.G. Uni., Patan and follows the curriculum designed by the university. To begin with the admission procedures, the institute offers admission on a first-come, first-served basis. Additionally, upon finalizing the entire process, on the day of reopening, seeks information on the need for temporary faculty, calculate the temporary workload and make necessary arrangements to ensure adequate teaching and administrative staff, so that the process runs smoothly.

IQAC holds meeting at the beginning of the academic year and discusses academic plan of the year. Academic calendar is prepared in tune with the university academic calendar. Orientation programme is organized for the newly admitted students to make them aware about curricular, co-curricular, extra-curricular activities, examination pattern of semester system etc.. All the faculties are encouraged to receive trainings like orientation-refresher courses, short term

courses, FDP, seminars, conferences and workshops.

The curriculum is delivered effectively through ICT based educational tools. Due to covid-19 pandemic teaching was possible through online platform like Google Team and Microsoft Teams. Faculties make use of such platforms on laptops and Smartphones to teach the students online. The institution takes feedback from the students regarding curriculum.

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 adheres to the academic calendar planned by H.N.G. Uni., Patan and prepares its own academic calendar of proposed activities. The academic calendar of each year is published on the official website of the institute, so students see all dates right away and plan according to it. The academic calendar contains yearly schedule of the events, programmes, examinations, holidays etc.

The continuous evaluation has been implemented in the year 2011 when the university has introduced choice-based credit system for various U.G. and P.G. courses. For this purpose, the internal and continuous assessment is done as per H.N.G.U. guidelines. The methods of continuous assessment include the following: Internal examination, Assignment, Class test, Presentation, Viva, Industrial visits, seminars.etc. The college takes internal examination of 30 marks and out of which 20 marks are allocated for the student's performance in written examination, 05 marks are given for Assignments/project work writing and 05 marks are allocated for the presentation of the students. It is compulsory to submit their assignments after the end of the syllabus. The college plans tentative dates of internal exams according to university academic calendar to help the students to prepare for examination in advance.

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

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
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**

**4**

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)	<a href="#">View File</a>

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



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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

Our institution integrates cross cutting issues relevant to professional ethics, Gender equity, Human values, Environment and sustainability into the curriculum by introducing the mentioned themes in the curriculum directly or indirectly. For example, the syllabus may include some of those theoretical concepts like business ethics, accounting ethics, communication ethics, tax practices, MOU strategies, Advertisement/Marketing ethics etc. Further, the College Women Cell takes care of creating general awareness in the minds of the students by organizing Special Guest lectures on Women Health by medical experts, events related to Women empowerment and Self Defence programs are regularly conducted for all in the college to

generate gender equality awareness.

The NCC cadets and NSS volunteers make sincere attempts to generate awareness on Swaccha Bharat Abhiyan, Drugs Addiction, Tree Plantation, Save Water Campaign, and Right to vote campaign, Campus Cleaning Drive, Save Fuel Campaign and so on. The NCC cadets participate in various camps and receive training, Flag Hoisting Ceremony and Blood Donation Camps etc. Throughout their tenure of three years, they participate in various events with their patriotic fervour and contribute to the building of the nation. The Eco Club participates in educational campaigns about e-waste management, renewable energy sources, and protecting the environment.

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

0

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**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	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

**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	<a href="#">View File</a>
URL for feedback report	<a href="https://www.ccmcnccollege.org/content/ccmcncollege.org/document/23teacherstudentfeedbacksurvey2021-22.pdf">https://www.ccmcnccollege.org/content/ccmcncollege.org/document/23teacherstudentfeedbacksurvey2021-22.pdf</a>

**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****930**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>

**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****561**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**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 college firmly aims to enhance the academic performance of student. The techniques used for assessing learning levels and improving performance include the following methods:**

**1.Orientation program 2. Internal Tests 3. Reading room& References books**

- 1. Orientation program:** It is organized for newly admitted students at the beginning of every academic year. The college tried to orient students on online mode due to pandemic. We do acquaint students regarding various co-curricular and extra-curricular activities organized in the college.
- 2. Internal Tests:** The College is taking internal test for students & do assessment with special counseling for the correction of their mistakes and improvement.

For the better exposure to the students college organizes placement activities and to enhance the knowledge of students college regularly arrange expert lecture by the faculties from various institutes.

1. Reading room & References books: The college provides reading infrastructure for the preparation of various competitive exams with having more than 35000 references books.

Each and every class of college has LED Projector through which students can easily learn with the help of PPT's, Animation & Videos. Advanced learners are also encouraged to participate in seminars, conferences, workshops and University camps held at other colleges in the state.

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

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

Number of Students	Number of Teachers
2129	12

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

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

The learning experience of the students is improved by various methods of experimental and participatory learning. The following strategies are used to enhance learning experiences amongst students:

**Class Interaction:** Interactive method of teaching during regular theory classes through group discussion is adopted.

**Group Discussion:** Discussion & group activities are arranged to

enhance leadership skills and fear free speaking.

**Guest Lectures:** We do invite special renowned expert to pave the path of specialization to the students in particular areas.

**The use of ICT:** Students are encouraged to make power point presentations on completion of projects. They acquire several skills (documentation, usage of statistical tools, Analytical abilities and software management) while preparing the power point presentations.

**Assignments:** Students are encouraged to browse, prepare question banks and submitted written assignments to all subjects.

**Committees:** Student representation as members in various committees involve them in the decision making process and maintain transparency.

**Mentoring:** We do mentor the student academic all and emotionally for their development in all dimensions.

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

The College follows ICT enabled teaching. The faculties use power point presentations, audio and video clips to enhance learning process. Moreover, Whatsapp groups have been formed and the students are provided select online resources such as YouTube videos and pdf books for their study topics. Along with the above tools, the college have following facilities:

**N-LIST:** Our College subscribed N-LIST (National Library and Information Services infrastructure for scholarly content) programme for e-books and e- journals provided by INFLIBNET centre Gandhinagar.

**Laptop:** All the faculty members are given laptops by the college to facilitate teaching-learning process.

**LCD:** All the class rooms are equipped with projectors which are used for screening educational movies, documentaries and for making power point presentations.

**Internet:** Namo Wi-Fi facility is made available to all the students of the college free of charge.

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

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

#### 2.3.3.1 - Number of mentors

12

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	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

12

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
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**

09

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)	<a href="#">View File</a>

**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**

12

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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 takes internal examination of 30 marks and out of which 20 marks are allocated for the student's performance in written examination, 05 marks are given for Assignments/project work writing and 05 marks are allocated for the presentation of the students. It is compulsory to submit their assignments after the end of the syllabus. The college plans tentative dates of internal exams according to university academic calendar to help the students to prepare for examination in advance. An examination committee of senior teachers is formed at college level to conduct internal examination smoothly. The committee



keeps the whole process of printing of the question papers confidential. The examinations are conducted in a very strict but serene atmosphere. The faculties keep strict vigil performing their duty as invigilators. Examination committee members perform the duty of senior supervisor and local squad to prevent any kind of malpractices. All the classrooms and lobbies are equipped with CCTV surveillance which makes the examinations fair and free. All record of examination i.e., answer sheets, mark sheets are maintained by examination committee in the College.

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 college has a well-organized mechanism for Redressal of examination related grievances. Internal marks are displayed on notice board and also posted on Whatsapp groups of the students semester-wise and subject-wise.
- The student can directly approach the respective subject teacher and share his/her problems.
- The student can apply for re-evaluation by submitting a written application to the College Examination Committee if not satisfied with the result.
- If there is change in score, it is corrected by College Examination Committee. Very rarely if not satisfied the students can approach the Principal who will then tackle the matter and necessary measures are taken.
- Even the students who remain absent on grounds like health issues, participation in NSS, NCC, Sports or University level representation in cultural or any other activities are given a chance of re-test.
- In case of any doubt or grievance, CCTV footage of recording is checked, and decision is taken accordingly.

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

## 2.6 - Student Performance and Learning Outcomes

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

The program and course outcomes of the programmes offered by the college is also stated and displayed on the college website [ccmcnc.org](http://ccmcnc.org).

The college prospectus and admission form also give a list of programs and courses including programme codes.

In order to make the students well as teachers aware of the stated Programmes and Course outcomes at UG as well as PG levels, The major programmes are: B.A., M.A., B.Com., M. Com.

Programme Outcome :

To enrich the knowledge and experiences so as to handle the challenges of life

To develop life and employability skills

To shape the students so as to add cultured and civilized member to the society

Acquire a deep knowledge in the subject of study.

Predict the future course of the developments in the subject and its impact on the life of common man.

Programme Specific Outcomes - are designed to describe the skills that the students acquire along with the subjective learning for career, employability as well as entrepreneurship cultivation.

Course outcomes (COs) are direct statements that describe the essential and enduring disciplinary knowledge, abilities that students should possess and the depth of learning that is expected upon completion of a course.

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

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

Our college is affiliated to Hemchandracharya North Gujarat University, Patan. Our college offers four programmes at two levels: UG and PG. Under four programmes various courses are offered to enrich the knowledge of students pursuing both the degrees: B.A. / B. Com. and M.A. / M. Com. The students' knowledge, learning capability, learning attitude, punctuality, subject-related expertise etc. are evaluated and measured by us at regular intervals by holding semester-end tests i.e. Internal Tests and Presentations.

Our institution monitors and ensures the achievement of Programme Outcomes and Course Outcomes in traditional methods. The college has a mechanism to calculate the attainment of Programme and Course Outcomes at the end of every year. At the end of the analysis of the attainment, the suggestions and recommendations of corrective measures towards the improvement of programme outcomes are communicated to the faculty and even the university.

The following mechanism to analyze data on the student performance and learning outcomes to use it for planning and overcoming barriers of learning:

Analysis of results of earlier semesters

Remedial Coaching

Student Counseling

Identification of advanced learners

Mentoring the slow learners.

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

598

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

### 2.7 - Student Satisfaction Survey

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

<https://www.ccmcnccollege.org/content/ccmcnccollege.org/document/386sss%20final%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	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)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

2

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

The college has active NSS volunteers, NCC cadets and Sports student's team who regularly do following activities by keeping the objectives of communal harmony, social harmony, importance of humanity, value of freedom and many more:

- Organized Cleanliness Drive in College Campus
- Celebrated Guru Purnima
- Conducted Orientation Programme for newly admitted Students
- Arranged Run under Fit India Freedom Run Programme
- Participated in Webinar on Drugs Awareness
- Organized Poster Making & Mehndi Competition

- Participated in Van Mohatsav
- Celebrated Independence Day
- Conducted Walk- In Interview
- Celebrated Voters Awareness & Voter Registration Programme
- Celebrated Teacher's Day
- Organized Patriotic Song Competition on NSS Day
- Organized Covid-19 Vaccination Camp at College Campus and Corona Awareness Programme
- Organized an Expert Lecture on Carrier Guidance
- Organized an Expert Lecture on Women's Safety
- Celebrated World Aids Day
- Celebrated Prevention of World Pollution Day
- Organized Expert Session on Organic Farming
- Celebrated Republic Day
- Celebrated Mother Tongue Day
- Celebrated Drugs Awareness Day
- Conducted Thalassemia Screening Test
- Celebrated Martyr Day and Sadbhavana Day
- Took Oath on Organ Donation
- Participated in Various Sports Competition like Badminton, Chess, Volley Ball, Hand Ball, Athletics, Power Lifting, Cross Country, Regu Competition at university level

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

26

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

**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**

1961

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)	<a href="#">View File</a>

**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**

4



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

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

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

1

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	<a href="#">View File</a>

## 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 College has adequate infrastructure with all necessary amenities.
- It has a seminar hall and 17 classrooms well equipped with CCTV cameras, LCD projectors, Internet Lane and Speakers.
- An air conditioned conference hall with seating capacity of 100 at once with sound system, LED projector and having a Smart-board.
- College has good computer laboratory and DELL lab with 55 computers and all are having internet connection.
- College has separate offices for NCC and NSS and Sports. College has also separate girls room. College has an IT Zone with five computers for student and staff.

- The College has provided NAMO Wi-Fi facility and free internet access.
- The Library is equipped with Soul software. College library has a reading room with capacity of 67 students. It has many books, reference books, magazines and reading facility for the students.

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 college has an air conditioned conference hall with 100 seating capacity. The institution organizes Cultural Celebration every Year on 12th February. College hire trainer for cultural practices when required. College pays the rent of dress used in cultural activities.
- Necessary equipment, kits, and sportswear are all provided to the students. College has gym for students with all latest equipments. The college has separate sports room and Basketball court. College has big play ground where we arrange outdoor games like Volleyball, Handball, Kho-Kho, Kabbadi etc... Indoor games have chess / carom facility. The college has yoga mats for the students and yoga training is also arranged.

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.

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

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)	<a href="#">View File</a>

#### 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)

12115

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)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

- The Library has automated using Integrated Library Management software Soul 2.0
- The library has online access to INFLIBNET E-resources which provide more than 6,000 online journals and 31,35,000 E-books. It provides web-based services including access to E-books, E-journals and research database.
- Details of ICT and others Tools deployed to provide Maximum Access to the library ILMS software.
- Soul 2.0 Software OPAC ( Onlinee public access catalogue): Yes
- N-List of INFLIBNET is available

- **Library Automation- Yes**
- **Total numbers of computers for Students access -05**
- **Printer-01**
- **Barcode Scanner -01**
- **NAMO WI-FI - 100 Mbps**
- **Institutional repository - yes**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for Additional Information	<b>Nil</b>

**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	<b>No File Uploaded</b>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**69155**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Audited statements of accounts	<b>No File Uploaded</b>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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

11

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

- The Administrative office is equipped with computers, printers, and scanners. The College uses operating systems such as Windows XP, Microsoft Office 2007, Windows 10 Pro, and Microsoft Office Pro Plus 2016. Additionally, Quick Heal anti-virus software has been purchased for internet security.
- College has provided Laptop to each faculty. The College has developed a dynamic Website, which includes online admission, examination information, feedback, results, scholarship, notices etc..
- The College has installed the library software SOUL 2.0 to make easy access to resources. The Government Provided 100 Mbps Internet Facility under NAMO WiFi Scheme with 07 routers for Students.

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

#### 4.3.2 - Number of Computers

95

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

4.3.3 - Bandwidth of internet connection in the Institution		A. ? 50MBPS
File Description	Documents	
Upload any additional Information	No File Uploaded	
Details of available bandwidth of internet connection in the Institution	No File Uploaded	
4.4 - Maintenance of Campus Infrastructure		
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)		
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)		
401585		
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)	<a href="#">View File</a>	
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.		
<ul style="list-style-type: none"><li>The management of our institution believe in the maximum utilizations of the various funds and grants for the development of infrastructure, academic and support facilities in consultation with the Principal and IQAC.</li><li>The institution has a committee to ensure optimum allocation and utilization of the available finance. It functions in the following manner.</li><li>The institution collects suggestions and complaints from the students and staff members. The committee classifies it based on requirements and then it is forwarded to the head of the institution. The head of the institution solves the problem and makes suggestions to the related</li></ul>		

person who looks after the maintenance task. Allocate appropriate financial aid to the requirement. The institute invites tenders from different agencies. Compare the prizes and makes selection on the basis of lowest cost and quality work.

- A register is maintained in library to keep the record of all the readers. Sports Committee monitoring and cares of sports facilities and equipments. Classrooms and building are kept clean every day.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

1298

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

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

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

35

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

**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**

**E. none of the above**

File Description	Documents
Link to institutional website	<b>Nil</b>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

68

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

68

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

33

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	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

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

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

7

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)	<a href="#">View File</a>

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 )

At the beginning of every academic year a process of forming the council is carried out, proactive students are selected from various classes and then a final selection of Students' Representative Council is formed. The college selects the representatives by keeping in mind certain criteria such as characteristics of leadership, sincerity, hard work, commitment, honesty etc. The Students' Representative is involved actively in various academic, co-curricular and extension activities of the college and thus it plays a vital role in coordination. It works as a bridge between the institution and students and ensures a smooth and timely dissemination and solution of some problems. Under 'Saptadhara' and Azadi ka Amrit Mahotsava (Five Prkalp) there are various committees are formed. Two student's representatives are appointed in each committee. The college organizes various programmes and competitions among the students like singing, dancing, mono-acting, Mehndi competition, Hair style competition, traditional dress day, teachers day, Navaratri Garba (dance), mimicry, essay writing, sports games ... etc. At the end of every academic year, the Student Representatives are encouraged and appreciated in the presence of a large audience for their invaluable contribution to the growth and development of the college.

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**

106

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

#### 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 College has an unregistered active Alumni Association.
- Alumni Meeting is arranged once in year.
- Alumni give their suggestions for improvement and development of the Institution.
- Alumni generously support Institution activities.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

#### GOVERNANCE, LEADERSHIP AND MANAGEMENT

##### 6.1 - Institutional Vision and Leadership

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

- The College feels privilege and pleasure to state that our management trust is one of the most co-operatives and

reputed trusts in North Gujarat.

- The College has the vision to make future citizens responsible in moulding and leading humanity on a global platform and play a vital role in transformation of our country from developing to a developed one by imparting quality education and provide the best infrastructure and faculty to the students.
- The management body consistently takes care for comprehensive development of academic and infrastructural amenities of the campus.
- The management inspires the staff members by its personal interaction during get together meetings and motivates the staff to give the best in the teaching assignments.
- Top management of the institution provides full support and academic leadership to the faculty. The president, secretary and other members participates in the programmes, function, activities, seminars, workshop, camps etc. of the institution to grace and make the events successful, deliver inspiring speech and encourage the faculty and students.
- The Secretary of the trust regularly visits the campus to become witness the progress of the College.

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.

The college practices decentralization and participative management by constituting Institution level committees and assigning work to different committee members. Each committee is headed by a convener and few members under the chairmanship of the Principal. Policies and plans are constituted, monitored and evaluated by IQAC. The Principal, HODs, Administrative representative and the various committees implement the plans and policies together. The staff members participating in execution of the institutional activities are motivated and good work is appreciated by authority. The committees prepare action plans and submit to the principal for approval. The committees carry out the activities and at the end of the academic year the conveners submit the reports of the work done to the head of the

institution. The students' representatives are also nominated to carry out the co curricular and extracurricular activities. Feedbacks available from the students and stakeholders are considered for the improvement of the plans and policies. The Principal constitutes different committees at the beginning of each academic year. These committees are IQAC Admission Committee, Time-Table Committee, Library Committee, Grievance and Redressal Committee, Cultural Committee, Sports Committee, Examination Committee, Finance Committee, Research Committee, Saptdhara, Career Guidance cell, Women Development Cell and UDHISHA - Placement Cell etc...

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

- IQAC holds two meetings in a year for the effective execution of academic planner.
- Policies and plans are constituted, monitored and evaluated by IQAC and the Principal. To implement the plans and policies of the college, various committees like, Time-table Committee, Discipline Committee, N.C.C. Committee, N.S.S. Committee, Examinations Committee, Career Counseling Cell, Sports Committee, Library Committee, Saptdhara Committee...etc. are constituted by the Principal. One faculty member is appointed as in-charge of the committee, and one or two faculty members appointed as members of the body. Students' representative also taken in the various committees. The committee is given independence to arrange programmes, activities with the consent of the principal. The committees carry out the activities and the reports of the work done are submitted to IQAC coordinator.
- Infrastructure requirements for the institute are conveyed to the management and the Principal sees to it that they are fulfilled.

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

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

- Shree Maharshi Dayanand Saraswati Kelavani Mandal consists of a President, a Vice President, Secretary, Treasurer and other members. The Management has transparent and democratic structure for effective and efficient administration. Having a Grant-in- Aid College, management is the top body but various stake holders like Principal, teachers, alumni, parents are contacted for their suggestions.
- The College is successfully managed on a daily basis in both academic and administrative affairs by the Principal. At the beginning of academic year, the Principal formed various committees for different curricular and co-curricular activities.
- Service rules of the UGC, Higher Education Department and HNG Uni. Patan applied in administration, recruitment and in all other matters.

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

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

**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

- Various leaves are available to teaching and non-teaching staff for example: Vacation leave, Casual Leave, Earned Leave, Medical Leave, Maternity Leave and Paternity Leave.
- All the staff members can get duty leave to attend Seminars/ workshops and various Training Programmers/ Orientation/ Refreshers/ Examination duties, as per the Government rules.
- Besides duty leave, college provided financial support for attending seminars.
- College has provided Laptops to all permanent teachers.
- The class IV employees are given uniform every year.
- Graduaties, pension and other such Government welfare schemes are given to the staff.
- Computer and library facility is provided to teachers for research work.
- First aid facility is available at the campus.

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



7

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)	<a href="#">View File</a>

### 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)	<a href="#">View File</a>

### 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	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

- It is mandatory for all faculties to prepare performance based appraisal in the prescribed format for career advancement. Promotions are based on the prevalent rules of UGC Career Advancement Scheme (CAS) by the appraisal parameters. The form includes participation in academic, co-curricular, extra-curricular, various bodies, administration, research and publication. The self-appraisal form includes lectures, examination duties, participation in seminars, training workshops, publication of research articles, research work, extracurricular activities, preparing results ... etc.
- The college collected information regarding the educational achievement from the faculties and included in college annual report.
- Non-teaching staff members are evaluated by the IQAC committee with principal on the basis of the work assigned to them. The parameters of the performance appraisal system for non- teaching staff are Punctuality, Alertness, Discipline, Honesty, and Technical skill enhancement.

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 account of the institution is subjected to an audit by a certified external C.A. (Chartered Accountant) appointed by the management. The income and expenditure from different sources are audited regularly by the external auditors. The Management makes arrangement for external audit in the end of April every year by C.A. firm Ashvin K. Yagnik & Co., Mehsana.
- Institute maintains its account by using Tally ERP. Principal, Management and external auditor cross checks accounting entries. In case of spending of UGC Grants, Principal, IQAC and Management jointly take a decision. All purchases are done through tender system.
- In addition to this, the accountant writes the college account day by day regularly. The rupees over Rs.500/ is paid through cheque, D.D., RTGS and other digital devices.
- The external audit is also done by the state government periodically. The grant of state government is finalized only after the audit.

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

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

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

0

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

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

**The sources of mobilization fund are:**

- The grant from UGC under various schemes
  - Fees from courses under Self Finance Programmes
  - Scholarships from Central/State Governments
  - KCG (State Government) fund under various heads
  - University assistance for different activities
- In any Institution Financial Management and Resource Mobilization is the most important perspective as the development of entire organization depends upon it. The annual budget of the college is allotted by the management every year for the requirements of various departmental activities.
  - For purchasing needed items, Principal, IQAC and Management jointly take a decision. All purchases are done through tender system. In addition to this, the accountant writes the college account day by day regularly.
  - The rupees over Rs.500/ is paid through cheque, D.D., RTGS and other digital devices. The fee is collected in the bank through online mode only. No cash transactions in the college.

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

**6.5 - Internal Quality Assurance System**

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

- The IQAC has been playing a very vital role in planning, implementation and monitoring the quality assurance and quality enhancement activities in the college.
- In the very beginning of the term, the IQAC members meet with the head of the institute for the planning. It prepares the institutional calendar to facilitate the

teaching, learning and evaluation processes. All the important activities are discussed with the principal. A list of various portfolios is allotted to different committees to facilitate the system. The IQAC associates closely with the conduct of various programmes on the campus and provides guidelines to the Committee/body/department regarding the organizing and planning of events. As a result of the IQAC initiatives, a system has been developed for administrative processes.

- Preparation of the Annual Quality Assurance Report (AQAR) is definitely a prime duty of the IQAC.
- Feedback system is being implemented by the IQAC

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 IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The academic calendar is prepared in advance, displayed and circulated in the Institute and strictly followed.
- The IQAC undertakes the analysis of student's feedback.
- The college maintains an effective internal examination and evaluation system.
- The IQAC encouraged teachers to publish research articles in peer reviewed journals and to participate in more seminars/ conferences.

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**

**C. Any 2 of the above**

**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)**

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

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

The college has firmly built a Gender- Sensitive Environment through various curricular, co-curricular and extra-curricular opportunities of development, availed to all the staff and students without Gender bias. The college is conscious to promote human ethical values of each gender. The college believes to encourage equality at the same time maintaining nobility of every boys and girls who are part of the college.

Institution shows gender sensitivity in providing facilities such as:

- Safety and Security:

The following measures have been adopted by the college for safety and security:-

1. Security Guards
2. CCTV Monitoring
3. Suggestion / ComplaintBox
4. Grievance Redressal Committee

5. Anti-ragging Committee
6. Discipline Committee
7. First Aid Facilities
8. Fire Safety Equipment
9. Gender sensitivity awareness programmes
10. Women Development Cell
11. Cleanliness Committee
12. Sanitary Pad Machine

◦ COUNSELLING

The College provides counseling in various genres for betterment of the students. The details are as following:

1. Mentoring
2. Parent Teacher Interaction

◦ COMMON ROOM FACILITY

The College provides adequate facilities to Girls which is as follows:

1. Girls' common room facility

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

The methods adopted by the College to handle waste management are as follow:

#### SOLID WASTE MANAGEMENT

Each classroom/staffroom/office/library is provided with dustbin, which is regularly emptied. Proper maintenance of infrastructure and timely repair of furniture is done to minimize solid waste. Used papers and newspapers are sold for recycling.

#### LIQUID WASTE MANAGEMENT

As ours is an Arts and Commerce College, the liquid waste is not generated. But the water that goes wasted from a water purifier and also from the washrooms is disposed of through underground gutters and thereby sent to Municipality purifying units.

#### E-WASTE MANAGEMENT

The Institution has collaborated with a local service provider for annual maintenance of electronic equipment and disposal of e-waste. Periodic checking ensures that non-working or old electronic equipment are filtered out and disposed-off properly. Most of the information is shared through online or through web and hence the e-waste is minimal.

#### ENVIRONMENT AWARENESS AMONG STUDENTS

The college faculties always try to bring awareness of proper waste reduction and recycling practices through education and communication efforts and creating awareness for using reusable components for manual use and making the environment plastic free.



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

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

C. Any 2 of the above

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
5. Landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	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**

D. Any 1 of the above

**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**

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**

**A. Any 4 or all 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).

- Students belonging to different caste, religion, regions are studying without any discrimination and they are treated and served humanistic way.
- Conducted Orientation Programme for newly admitted Students.
- For the promotion of unity in diversity, NSS & NCC unit of the college organizes different programs under Ek Bharat Shrestha Bharat campaign, Unnat Bharat Abhiyan etc. The program aims at strengthening the bond between states to strengthen the unity and integrity of India.
- During NSS and NCC annual camp, all the students are treated with equality and social justice. They are taught lessons of tolerance and harmony.
- Celebrates Birth Anniversaries of Mahatma Gandhi, Sardar Vallabhbhai Patel, Dr. Bhimrao Ambedkar, Sarvepalli Radhakrishnan, Umashankar Joshi and Zaverchand Meghani.
- International Women Day, National Unity Day, Youth Day, Teacher's Day, World AIDS Day, Children's Day, Guru Purnima, etc. are celebrated to keep the value-added services in the students.
- Every year a cultural programme is arranged. The programme includes Patriotic song, Folk song, Mime, Folk-Dance, Garba, Mono Dance, Essay writing, Elocution etc... and various themes are given like Folk theme, Green Environment, Patriotism, Communal equality, Gender equality etc.
- Communal harmony is well maintained in the college.

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

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

- The college organizes various curricular and extra-curricular activities for the promotion of Constitutional values, rights, duties, and responsibilities of citizens.
- The college celebrates Constitutional Day every year on

26th November to commemorate the adaptation of the Constitution of India.

- The college also celebrates National Voters Day on 25th January to bring awareness among the general masses about the importance of the vote.
- Indian Independence Day, Indian Republic Day and Gandhi Niravan Day are celebrated with an environment of nationalism.
- Various Special Days like Yoga Day, National Unity Day, Youth Day, Teacher's Day, World AIDS Day, Children's Day and Guru Purnima etc. are celebrated to keep the value-added services in the students.
- Besides, college organized a program on "Angdaan (Organ Donation)" to sensitize the stakeholders about its importance and took an oath.

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

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

**B. Any 3 of the above**

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

- The College has made a regular tradition to organize the activities related to special day, the national festivals, birth/death anniversaries of the great Indian personalities.
- Our college every year celebrates International Day of Yoga, World AIDS Day, Teachers Day, Martyr Day, National Voter Day, International Women Day, World Environment Day, World Consumer Right's Day, World Pollution Day, Drugs Awareness Day, World Daughters Day, NSS Day, Independence Day and Republic Day etc... in a unique way. NCC cadets, NSS volunteers and other students participate in the celebration zealously.
- College also celebrates Birth Anniversary like Swami Vivekanand, Mahatma Gandhi, Sardar Patel, Dr. Babasaheb Ambedkar, Umashankar Joshi and Zaverchand Meghani.
- Celebration of Azadi Ka Amrit Mahotsav by doing various programs.

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

#### 7.2 - Best Practices

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

**Best Practice: 01**

**Title of the Practice-** Celebration of Azadi Ka Amrit Mahotsav - Panch Prakalp

**Practice: 02**

**Title of the Practice-** Student Mentoring System

Available at our college website - [www.ccmnc.org](http://www.ccmnc.org) or attached below documents

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

The first Mahila College of North Gujarat and only granted B.A., B.Com. programme college in Visnagar taluka, is established in year 1964. Our priority is to bring more and more students in stream of higher education and we have been successful to large extent in this regard as seen from the increasing trend in the number of students enrolled since 1964. Our institution lays a great emphasis on the development of discipline, maturity, moral standards of the students through National Service Scheme (N.S.S.) and National Cadet Corps (N.C.C.). The college tries to create and develop the facilities and environment required for higher education that will provide better employment and instill a sense of social commitment, with a focus on the urban youth, to enable them to become responsible citizens of the nation. True to one of its defining vision- To make future citizens responsible in moulding and leading humanity on a global platform and play a vital role in transformation of our country from developing to a developed one by imparting quality education and provide the best infrastructure and faculty to the students. The college has been striving towards the fulfilment of this vision and mission.

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

To prepare academic calendar

To form various college committees and distribute the roles & responsibilities

To submit the AISHE data

To organize National Seminar

To celebrate Azadi ka Amrit Mahotsav

To organize Tree Plantation

To arrange Walk-in Interview

To take feedback

To conduct Thalassemia Test

To promote extension activities

To plan for Annual Prize Distribution and farewell function of last year students