



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	
	S D Arts & Shah B R Commerce College, Mansa Dist: Gandhinagar, pin- 382845.
• Name of the Head of the institution	Dr. H.B. Pandya
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02963-270132, 270191
• Mobile No:	9427314594
• Registered e-mail	sdbrcollegemansa@gmail.com
• Alternate e-mail	hbpandya1963@gmail.com
• Address	Opp. S. T. Depot, To: Mansa, Dist: Gandhinagar, Gujarat, Pin: - 382845
• City/Town	Mansa
• State/UT	Gujarat
• Pin Code	382845
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Gujarat University, Ahmedabad				
• Name of the IQAC Coordinator	Dr.A.K. Patel				
• Phone No.	9825883303				
• Alternate phone No.	02963-270132, 270191				
• Mobile	9427314594				
• IQAC e-mail address	sdbrcollegemansa@gmail.com				
• Alternate e-mail address	hbpandya1963@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	mansacollege.org				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://mansacollege.org/wp-content/uploads/2019/05/Acedemic-Calender.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.20	2009-10	15/06/2009	14/06/2014
Cycle 2	B++	2.79	2015-16	29/03/2016	28/03/2021
6.Date of Establishment of IQAC			21/07/2009		
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
[1] State Government	Finishing School	KCG. Ahmedabad	2020-21	1,25,000
State Government	Swarnim Grant	KCG. Ahmedabad	2020-21	50,000
State Government	Udisha Placement	KCG. Ahmedabad	2020-21	50,000
NAAC	NAAC sponsored Webinar	NAAC, Bengluru	2020-21	30,000
Sanskrit Sahitya Academy, Gandhinagar	National Webinar grant	Sanskrit Sahitya Academy, Gandhinagar	2020-21	16,553
Shri Zaverchand Meghani Loksahitya Kendra, Rajkot	National Webinar grant	Shri Zaverchand Meghani Loksahitya Kendra, Rajkot	2020-21	20,000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	03
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10. Whether IQAC received funding from any	No

of the funding agency to support its activities during the year?	
<ul style="list-style-type: none"> • If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
<ul style="list-style-type: none"> • Under the guidance of IQAC, due to Covid 19 pandemic situations, all the faculty members were trained to teach online on M.S. Team 	
<ul style="list-style-type: none"> • Under new situations of Covid 19, the faculty members were trained to take Internal test Online by Google forms 	
<ul style="list-style-type: none"> • Our college conducted five National Online Webinar, including NAAC webinar 	
<ul style="list-style-type: none"> • To update college website for 3rd cycle of NAAC accreditation 	
<ul style="list-style-type: none"> • To prepare AQAR Report as per manual changed by NAAC from 2020-21 and submit online 	
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 arrange training for online teaching due to Covid 19 situations	Under the guidance of IQAC, all the faculties took training for teaching online on Microsoft Team and took lectures online for whole year 2020-21
To systematically introduce and vehemently implement innovative practices in teaching methods.	Teaching staff used lecture method, quiz, group discussion, for teaching
To apply for NAAC sponsored webinar	IQAC conducted for NAAC sponsored Online Webinar in Jan. 2020.
To implement new format of AQAR revised in 2019-20 and prepare data accordingly	IQAC prepared the data of AQAR according to new format implemented from the year 2020-21
To activate all the departments and committees to do activities according to new manual of NAAC	IQAC guided all the departments and committees to do activities and prepare datas for preparation of RAR
To motivate PG students for Research activity	PG department of English and Gujarati students wrote Research Articles
To take college Internal test online	All the faculties were trained to create Google form and they took Internal Tests online
Enrich library by adding new reference books/ journal/periodicals /E resources.	Every year we added new books and journals in the library and enriched
To arrange for Online Webinar	Our college conducted five national Webinars sponsored by Gujarat Sahitya Akademy, NAAC etc
Web site upgradation and e-Content placing on college website	Our institute website is upgraded regularly and placed e-content on college website
13. Whether the AQAR was placed before	Yes

statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Sarvodaya Higher Education Society, Mansa	03/09/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
yes	09/02/2022
Extended Profile	
1. Programme	
1.1 Number of courses offered by the institution across all programs during the year	164
File Description	Documents
Data Template	View File
2. Student	
2.1 Number of students during the year	2444
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1641
File Description	Documents
Data Template	View File
2.3	575

Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1	17	
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	00	
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	No File Uploaded	
4.Institution		
4.1	18	
Total number of Classrooms and Seminar halls		
4.2	26,89,360	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	60	
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		
Due to Covid 19 pandemic situations in the country, the planning of curriculum could not be possible as it was planned in the earlier years. There was online teaching on M.S. Team, an app created by Govt. of Gujarat. While the curriculum is designed by BOS of Gujarat		

University, its delivery and documentation indeed become a test for each of the college running under the university. Curriculum delivery and documentation is effectively made by various departments of the college. All the departments hold meeting in the beginning of each semester and they prepare chart for Teaching focusing on each topic of each paper, is discussed keeping in view the academic calendar of the university. This helps in completion and too often repetition of curriculum in time. The variety of teaching-learning is maintained in class-room teaching. Along with the traditional lecture method, group discussions, Quiz, power point presentations, online video lectures and similar activities are incorporated in the process of teaching-learning. For effective curriculum delivery, slow learners and advanced learners are identified by the teachers and more teaching-learning is conducted accordingly. Slow learners are encouraged to read more at home and to speak more in class-rooms, while the advanced learners, apart from class-room teaching, are encouraged to google more on the topics they study and to prepare a research paper on the topics they are interested most.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

S.D. Arts and Shah B.R. Commerce College, Mansa, conducts Continuous Internal Evaluation of the students. The college follows 70+30 exam pattern, viz. 70 marks for university exam and 30 marks for internal evaluation amounting to 100 marks in total. As soon as the student gets admission in Semester-I of the college, he begins to be continuously evaluated by the institution by Unit Test in the class till Semester-VI, viz. till the end of his or her graduation. It helps the teacher to examine the transformation of the student from the new comer aspirant to learn into a graduate student during the three years of study. The progression in learning levels, during the years of graduation, is measured by faculty keeping in view various methodologies. For internal evaluation, the teachers of each department follow Unit Tests for continuous evaluation of the students. Attendance of students is registered in every Unit Test in every department and absentees are sorted out. Regular students are appreciated as part of encouragement. In the class-room, various

methodologies adopted by the teachers help the teachers in continuous evaluation of the students. At the end of each topic, the objective tests like MCQ, fill in the blanks, match the following, and descriptive type test are taken in the class room. Group discussions help to sort out the students who have grasped the topic and who have not. Seminars are conducted for students as a part of internal evaluation in all core subjects and such activities help in decipher learning capacity of every individual student. During the process of teaching-learning, Slow Learners and Advanced Learners are identified by the teachers and need-based training is provided to Slow Learners and Advanced Learners. Besides, the inclusion of the marks for attendance and seminar also help test the learning level of each of the student. On the whole, the continuous Internal Evaluation of the students include one university exam, minimum three Unit Tests as internal evaluation by the college. Besides, the Online Quiz in Google form also contributes to deepen and to test the General Knowledge of the students.

File Description	Documents
Upload relevant supporting documents	View File
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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	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**

03

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)**

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)	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

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

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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

Response:

PROFESSIONAL ETHICS:

One of the institutional aims, obviously, is to instill Professional Ethics among faculty and students.

1. The IQAC organizes events, workshops, speeches and seminars on Professional Ethics. On 28/29 January, 2021, National Webinar on NAAC was organized.
2. The Finishing School Training helps to develop Professional Ethics among students. Set "A" and Set "B" Training has been completed during 9th to 15th March, 2021.

Gender:

3. College Women Development Cell (CWDC) organizes seminars and Guest Lectures for development of girls. A Guest Lecture on "Women Day" was organized and Dr. Margi Hathi and Jigna Vyas were invited as speakers on 8th March, 2021.
4. The psychological issues and health issues of girls are solved with the help of experts and doctors by IQAC.

5. HUMAN VALUES:

6. The subjects like Foundation and Soft Skill inculcate human values and enrich the knowledge of students.
7. The National Cadet Corps (NCC) and the National Service Scheme (NSS) conduct programs which help students practise human values.
8. Following UGC guidelines, an Anti-ragging Committee is formed.

9. ENVIRONMENT and SUSTAINABILITY:

10. Tree plantation programs are held on 15th August every year and faculty, students and eminent representatives from the surrounding areas participate.
11. Awareness Programs on Global Warming and against pollution and

plastic have been held by NSS and NCC.

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

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

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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)	View File

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

94

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	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
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://mansacollege.org/wp-content/uploads/2019/05/All-feedback-report-2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2850

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

1641

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

Response:

The institution assesses levels of students and organizes special programs for advanced learners and slow learners. Internal Exams, Tests, Assignment, performance in Class Seminars are but some of the teaching-learning activities that are employed to assess the learning levels of the students. Departmental activities also help a lot. After identifying the advanced learners and the slow learners, need-based material, video-sharing and similar activities are conducted in order to address the need of each of the students. In the Pre-Covid scenario, every Department used to conduct special classes for the advanced learners and the slow learners. During Covid-19 pandemic, online teaching through Microsoft Teams was conducted. But care was taken to increase learning levels of the students in general. Content sharing in the form of PDFs, Video Lectures and MS Documents was done keeping in view the learning levels of the students. Besides, every teacher keeps an eye on the students and takes into consideration learning level of each of the students. Advanced learners are encouraged for deeper study and Slow Learners are supported to understand every topic of their programs and courses. On the college Annual Day, the students who score highest marks, the regular library goers, the most disciplined students and the students having egregious institutional contribution are awarded with prizes.

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
2444	19

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

Response:

The institution aims at various student centric methods and forms them accordingly especially keeping in view the socio-academic background as well as the needs of the students in order to achieve desired learning outcomes.

1. In Experimental Learning, Research Projects, Assignments, Quizzes, Field Visits, Internships, Departmental Activities are organized. The Research Projects have been allotted to students of Economics for Sem-V and Sem-VI. At Undergraduate Level, the faculty encourage the students to give presentation on the topic they like. The students from English Department have given presentations on "Ballad" and on Wordsworth's poem "Lucy Gray". Assignments and Quiz were in online mode for the year 2020-2021 due to Covid-19 spread.
2. In Participative Learning, Group Discussions, Movie Screening, Role Play and similar activities have been conducted during the year 2020-2021. A topic is decided and the students are encouraged to share their perspectives on the given topic. Due to Covid-19 spread, the activities of Movie Sharing were done through Whatsapp and Telegram.

For Problem- Solving Method, Case Study, Assignment, Quizzes have been organized. The students from English, Economics and History

department actively involve in Case Studies. Assignment and Oral Presentations aim at simplification of a topic and train students to move from problem to findings

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

Response:

1. The college has already created e-learning environment for students. The class-rooms are well equipped with Smart Boards, LCD Projectors and Audio-Visual Aids. In addition to this, a well-equipped Language Laboratory and NRC Room contribute to e-learning environment. The facility of Namowifi is being provided to colleges for the students of Gujarat in order to fill the digital gap in higher education institutes. Besides, the college has already got "Local Area Network" (LAN) and a group of computers share a common communication line in the college building.
2. After the rise of Covid-19, the Government of Gujarat has provided the facility of Microsoft Teams to colleges. During the year 2020-2021, all lectures at Undergraduate Level and Post-Graduate Level are conducted through this platform. Besides, college activities such as organizing a Guest Lecture, conducting a Webinar and conducting Departmental Meeting are done through Microsoft Teams. Google Forms have helped in conducting online Quizzes and Internal Exams.
3. The apps like "Google Meet" and "Webex" as well as "Whatsapp" have been of immense help in sharing material, links of Google Sites and You Tube Videos to students.

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**

19

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**

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File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
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**

1

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**

16

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.

Response

(a) Exam Committee in the college consists of Convener and Members and all work under the supervision of the principal. In the meetings, changes in syllabi, pattern of examination, problems faced by students—all these things are discussed.

(b) Special Meetings were held by Exam Committee with faculty for online examination due to Covid-19 spread. Training for online exams were provided to students. Hands on trainings on how to create Google Forms and Quizzes were repeatedly provided to faculty, while trainings on how to take exam were provided to students. Mock Tests were arranged systematically and conducted to measure involvement of students in online examinations. After strategic preparations and trainings, online exams were conducted by the faculty for the students of the college.

(c) If some students fail to take examinations on solid grounds, a facility of Re-test/Additional Test is provided to such students.

(d) If some students complain of issues related to submission, then Technical Team consisting of faculty assist them.

(e) The list of absent students in online exams is shared among various departmental Whatsapp groups.

(f) Before submission of marksheets to University, the marks

obtained by students in each paper are conveyed to the students. Applications are invited if a student is not satisfied with the marks he/she has obtained and his/her grievance or complaint is properly addressed till his/her satisfaction.

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

Response:

The college is affiliated to Gujarat University and follows the guidelines accordingly. The college has developed a system that helps in resolve grievances in a transparent, time-bound and efficient way as follow:

- Time-table

Time-tables of internal exams and external exams and related instructions have been put on the Notice Board and their PDF Copies have been circulated among students through various departmental whatsapp groups well in advance and efficiently.

- Identity Card and Hall Ticket:

Identity Cards are issued by the college in the beginning of the academic year reflecting every detail of the registered student. Hall Tickets reflect the papers that every student is expected to take for examinations. As registration process is over, Identity Cards are issued to the students. Hall Tickets are issued in advance for the students taking examinations.

- Question Papers:

The question papers are generated by faculty through Google Forms and under the supervision of Examination Committee to ensure transparency, time-bound quality and efficiency.

- Evaluation:

The process of evaluation of performance of students in examinations

is conducted in a transparent, time-bound and efficient way.

- Verification of Marks:

Under the supervision of Examination Committee, marks obtained by students are verified and moderation, if needed, is made.

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.

Response:

In the inception of the academic year, POs and COs are discussed by the faculty in consultation with the IQAC. Once the clearly defined POs and COs are discussed, they are shared by the Departments including every faculty with their respective students. So, the POs and COs are ultimately what the teachers claim to attain in their outcome of teaching-learning process.

1. IQAC of the college has held meeting in the beginning of the year to discuss Program Outcomes and Course Outcomes, and accordingly, the faculty has already adumbrated Program Outcomes and Course Outcomes.
2. Conceptual Clarification for POs and COs have been sought from the NAAC Manual and from the speeches of the eminent experts on NAAC. In National Webinar held by the institution on 28/29 January, 2021, POs and COs have been discussed at length.
3. The POs and COs have been displayed in the institutional website. The constituent elements of POs and COs are incorporated in the process of teaching-learning by the faculty.
4. During admission process, the faculty explains the significance of Programs and Courses to the students.
5. On 12th December, 2020, an Orientation Program was held for the first year students and faculty of the college discussed POs and COs with the students.

In the feedback form, the students reflect their conceptual clarity

and achievement and these feedback forms have been analysed for further action.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://mansacollege.org/programme-outcome
Upload COs for all courses (exemplars from Glossary)	View File

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

Response:

To evaluate achievements of POs, PSOs and COs, various methods have been used as follow:

Direct Method:

This method entails the performance of students in continuous internal evaluation and co-curricular and extra-curricular activities like seminars, assignments, case study, group discussions, quiz and online presentation by students. All departments of the college form various strategies continuously in order to aim at involving Direct Method in order to achieve POs, PSOs and COs. This method directly provides details of achievement levels of students. So, along with cognitive skills, emotional skills and psychomotive skills also develop among the students and they can be able to think critically and to take significant decisions about their career, their career profile, and largely, about their life.

Indirect Method:

This method relies on sample survey implying use of Feedback Form and Questionnaire to measure achievements of POs, PSOs and COs. On the basis of data collected, resultant design of achievements of POs, PSOs and COs is made and further action is taken. So, while it serves to estimate responses of students, Indirect Method also plays a vital role in estimating learning levels of students and the quality of teaching-learning process on the part of the institution.

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

575

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

2.7 - Student Satisfaction Survey

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

<https://mansacollege.org/wp-content/uploads/2019/05/sss.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)

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 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

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

3.1.3 - 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

05

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

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

7

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

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

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

0

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

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

Response:

The extension activities indeed reflect the level of active participation of the institution in solving social issues and in aiming at social welfare. S.D. Arts and Shah B.R. Commerce College, Mansa, ever since its establishment, is committed to solving social issues and aiming at social welfare. The extension activities takes students beyond cognitive domains and provides them opportunities to work for society.

The extension activities are mainly conducted by NSS, NCC and CWDC Committee of the college and these activities cover a large number of students' participation. Tree Plantation activities are conducted generally in the month of August, particularly on 15th August—our Independence Day—every year. The activities pertaining to rural

development are carried out by NSS Volunteers and NCC Cadets of the college. Adopting a village, conducting Cleanliness Drive and Superstition Removal Drive, organizing Health Programs, De-addiction Drive, Rural Management—all such programs are held under the banner of NSS. In the college, Thalassemia Test and Blood Donation Camp are organized jointly by NSS and NCC Unit. CWDC of the college organizes programs that aim at overall development of the girls of the college. From competitions like Mehndi and Hair Style to programs related to women's Health are organized by CWDC of the college. On Women's Day, a guest is invited to speak and celebration of female powers is made.

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

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

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
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

37

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

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

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

5504

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

3.4 - Collaboration

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

1

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

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

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

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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.

Response:

Established long back in 1959-60, S.D. Arts and Shah B.R. Commerce College, Mansa, has adequate infrastructure and facilities for teaching-learning. Big campus, spacious classrooms and facilities for Sports on a vast campus distinguishes it from other institutions of the district.

The campus area of the college is 136181.13 in sq. mts. There are facilities for outdoor games like cricket, volley ball, a track for running and other sports activities. The students of the college enjoy the facilities of campus especially for recruitment in Police Department and Army.

The built-up area of the college is 3335 in sq. mts. There are 18 class-rooms, Language Laboratory, NRC Room and Library in the college. Almost all classes of major subjects are well-equipped with smart boards and projectors. The facility of "NamoWifi" and Local Area Network (Lan) are available in the college. Clean drinking water, separate toilets for faculty, boys and girls address the essential needs of all stake holders. There are two hostel-building in the college.

At present, the main college building is undergoing the process of reparation and renovation. The tiling of the front passage of the college is going in full swing. An Auditorium with the capacity of 200 seats is being constructed to organize seminars, conferences and

academic meets. The facility of open -air stage is also available to organise cultural programs and College Annual Day.

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 Sports Committee of college very actively organises events related to Sports. Under the banner of "Saptadhara", an initiative, taken by Government of Gujarat, the events of traditional Indian games like 'RassaKhinch' (Tug of War), 'Limbu Chamchi' (running while pressing a spoon between lips having lemon on it) are organized. Inter-collegiate Cricket and Volleyball tournaments are also organized. There is also a well-developed running track which is used by aspirants to be recruited in Police Department and army. Cricket Tournament at state level was organized from 1 April to 15 May, 2021 and its live telecast was made.

Campus area= 1,36,181.13 in sq. mts.

Built up area=3335 in sq.mts.

Cricket Ground=Yes

Volleyball Ground=Yes

Running Track=Yes

Indoor Games= (Yes. Chess, Carrum, Badminton)

For cultural activities, there is a facility for open air stage where 800 seating capacity is available. Cultural events and Annual Days are organized here. There is an Auditorium which is being constructed and which has 200 seating capacity. For small scale cultural events, classrooms with 200 seating capacity are available.

For Cultural activities, sports and Gymnasium, there are adequate facilities which are resulted in performance of our students in University organized Youth Festival and District Level Sports events.

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.

16

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

16

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

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)

Due to pandemic situations of Corona not much work done in automation of Library. The process of automation has started during the year 2021-22

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

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

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

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

34295

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

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

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

16

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

4.3 - IT Infrastructure

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

Response:

The IQAC of the college observes IT facilities of the institution and keeps an eye on it. Whenever the new suggestions are received, the IQAC promptly takes action for updates of the institutional IT facilities.

The college has got the facility of "NamoWiFi". It is provided by the Government of Gujarat to institutes of higher education. Under "NamoWiFi" project, more than 107 colleges and 03 universities are included. The faculty and the students use "NamoWiFi" in teaching-learning process through Microsoft Teams during the academic year 2020-2021. Besides, the Government of Gujarat has provided the facility of Microsoft Teams for online teaching. Sharing of content and sharing and saving of videos are available in Microsoft Teams. The college has also launched the institutional app which is used by the students with the connection through "NamoWiFi". The college is equipped with Local Area Network (LAN) in which the computers of administrative wing and Language Laboratory are connected. The college has recently got GTPN connection too for administrative purpose in 2020-2021. The college runs its website and several teachers directly upload information/notices/ material on the institutional website. Total, the institution has Namo-Wifi (1 Connection), GTPN (2 Connections with more than 50 mbps bandwidth), Institutional/faculty registration in MS Teams, Institutional Website and app as well.

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

4.3.2 - Number of Computers

1:40

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	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

2689360.00

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)	View File

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

Our college has established various committees like Purchase Committee, Library Advisory Committee, UGC Committee ,RUSA Committee etc. with the purpose of properly maintaining the infrastructure. For equipment like computers, lab equipment, smart boards, water

purifier, air conditioner, internet, etc. AMC is signed for proper up-keeping and maintaining them. The equipment are cleaned and provided with service at regular intervals. The college hired one electrician for maintaining electricity equipment well. The sports committee plays a major role in creation and maintenance sports facilities on the campus for the students and the faculties. Separate non-teaching staff is given responsibility for housekeeping. Mansa Municipality also helps us in providing clean water and maintaining the and cleanliness on the campus. • The college has appointed sweepers who have the responsibilities of cleaning all washrooms and keeping the entire campus clean. The gardener maintains the garden well. Discarded, outworn, out of use and old and irreparable things are written off annually. The college applies for various UGC grants–Development Grants, Seminar Grants and IQAC Grants. Besides, the college receives annual grants from the state government under the banner of Saptadhara, Udisha and NSS. The ultimate aim of the grants is to give the maximum benefit to the students. The College Development Grants are utilized for construction and renovation, for purchase of books, journals and cupboards, for developing the Internet facility and ICT in classrooms, for purchasing useful computer accessories and software, for academic tours and field visits.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://mansacollege.org/wp-content/uploads/2019/05/Procedure-and-Policies-SDBR-converted.pdf

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

1628

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

0

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)	View File

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

D. 1 of the above

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

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

00

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

2360

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

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

B. Any 3 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	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

11

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

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

116

File Description	Documents
Upload supporting data for student/alumni	View File
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

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)

The institution has an active 'Student Council' named "Vidya Sabha" and the council consists of the college rankers. They play a key role in smoothly running the college. The council identifies the infrastructural needs of the institution and forwards them to the principal and the IQAC. Thus, the principal and the faculty come to know about the standpoint of the students. Each member of the council is made a member of various college committees like NCC, NSS and Sports, consisting of the faculty. The council plays a vital role in organizing Garbas, in conducting seminars, in assisting and encouraging other students in the co-curricular and extra-curricular activities. Thus, participative learning becomes significant. Besides, the students of the college can freely meet members of the Vidya Sabha and can share their problems in order to find a solution. One of the significant aims of the council is to identify the students who belong to economically backward class and to help them in books and other study material. If the poor students need financial help, they are recommended by Vidya Sabha to faculty so that the faculty can manage to help the poor students.

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

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

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

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)	View File

5.4 - Alumni Engagement

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

The College has Alumni Association named "Poorva" since 2005. The college has the constitution for the Alumni Association. The main activities :

- To call the meeting of the past students
- Registration formalities of the Association
- Get - together of alumni • Inspirational speeches by Alumni for present students.
- Activity Process Chart formed for the activities of alumni association. Our past students help the institution by contributing in its development in number of ways:
- Every year in the Orientation programme for the freshers, we invite a few of our past students to address the newly admitted students. They narrate their first hand experiences of the college in the past.
- Many of our past students are working as temporary teaching as well as administrative staff members in our own college. Some of them come and help the college by working in the library, by providing coaching to our sports team, for helping us in NSS and NCC

activities. They come to deliver lectures in our Classes of Career Counselling and Self Employment Cell after joining any of the profession/ occupation / vocation.

- Our alumni have donated to the college economically to help the students for arranging extension activities. We can call our prominent past students to help us in organizing various programme like NSS camps and any other cultural for exerts activities.

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

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

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Response:

The action and activities of the institution must naturally in conformity with the vision and the mission of the institution. Having established this clear fact, the institution sees to it that a rapport is maintained between activities and vision and mission of the institution. The college runs under the Society named "Sarvodaya Higher Education Society". To simplify, the vision and mission of the college is "Sarvodaya" meaning rise and development of all. The management is both proactive and ebullient in newer projects and plans. With the philanthropic mission of imparting higher education to the rural students of Gujarat, the college was established long back in 1958. Under the guidance of Hon. President and Secretary, the principal runs the institution. The vice principal supports the principal in the institution, while the academic faculty and administrative staff work under the institutional head. IQAC is the most significant committee which is wedded to newer developmental

plans in the college. Under IQAC, various committees work in order to smoothly running the college. While the academic faculty runs activities like culture, sports, NCC, NSS, Finishing School, Saptadhara, Udisha and "Creative Wall", the administrative wing deals with admission process, issuing identity cards and hall tickets to students, displaying their results and likewise during the entire academic year.

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.

Response:

Decentralization and participative management can mainly be reflected in two areas, viz. the role of the college management and the role of college exam committee. Sarvodaya Higher Education Society is the banner under which our college runs since many decades. Our management provide support and offer a helping hand to principal, faculty and students immediately and positively and contribute to the spirit of "Sarvodaya"—the rise of all. The college management gives freedom to principal to run the institution without interfering. Our management believes in participatory organizational structure. The college performs its day-to-day administration with a stream-lined mechanism of internal division of work and inter-departmental coordination. While final decision-taking authority regarding policy matters is vested with the Principal and the Management. Inputs and action plans are formulated with the active participation of administrative and teaching personnel. Inputs and ideas are shared, methodized and implemented as a result of regular meetings of the Principal, Heads of the Departments, In-charge of PG course, conveners of different activities, committees and cells, other members of the staff and stakeholders. Similarly, the decentralized and participative management is reflected in the role of the principal particularly in the operation of the College Exam Committee. Obviously, the College Exam Committee is an important committee as it plays key role in all process of exam. Paper collecting from faculty, paper printing, sitting arrangement, in time results in internal exams, distributing Hall Tickets for university exams, conducting university exam---in all these

functions, the College Exam Committee freely plays its role without interference of the principal and without influence of the college management.

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

Response:

To describe one activity that has indeed created history ever since the establishment of the college in 1958 is online teaching-learning due to Covid-19 spread. The sudden end of face- to-face teaching and the abrupt implementation of online teaching brought about new challenges in 2020-2021. To completely opt for online mode in Covid-19 situation was challenging both for the teachers and the students of the rural area. Government of Gujarat provided facility for Microsoft Teams. To successfully operate the app, the faculty underwent the training under the aegis of Department of Higher Education, Government of Gujarat. The expert teachers learnt all intricacies of registering and generating passwords, creating teams and generating and sharing passwords to students. Gradually, the teachers learnt to share PPTs and other material during lectures, recording of lectures and conducting college programs, seminars and MoU meetings through Microsoft Teams. Along with online teaching, National Webinar on NAAC (28/29 January, 2021) and MoU Meeting with Uma Arts and Nathiba Commerce Mahila College, Gandhinagar (24th May, 2021) was conducted. So, seminars and webinars, guest-lectures, activities conducted by NSS, NCC and Sports indeed help carry out Strategic / Perspective Plan chalked out by the institution and the results are evident.

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.

Response:

The Management of the college consists of Hon. President, Hon. Secretary, Executive Committee and Campus Director. This forms the core body of the institution.

The role of the college principal is very essential in the developmental process of the institution. The vice principal, the academic faculty, the administrative staff, various committees work under the guidance of the principal. The principal proposes newer schemes and plans to the college management, and after approval, the principal invites the faculty for discussion and further action or implementation of the newer schemes and plans. The chain of communication becomes more effective and result-oriented in developmental process of the institution. The college principal coordinates with the management, while the vice principal coordinates with the principal and the entire college staff. The IQAC Committee works as a pivotal body in the college. Subsequent committees consisting of faculty and the administrative staff works under the IQAC of the college. So, a well-defined hierarchy ultimately leads to holistic development of the students as well as smooth functioning of the institution. Offline meetings and online meetings are conducted keeping in view the nature of meeting. So, the end result are the learning outcomes of the students which are evident in University results and also in performance of the activities conducted by the institution.

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)	View File

6.3 - Faculty Empowerment Strategies

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

Teaching Staff & Non-teaching Staff

Welfare measures are always taken by the institution for Teaching Staff and Non-teaching Staff. The welfare of the Staff and their families is always taken care of by the institution by implementing and effectively carrying out all government benefits to all the concerned employees of the institution.

- T.A. D.A. towards official tours
- Payment of deposit-linked insurance scheme to the family of the employee who dies while in service
- Encashment of half- pay commuted leaves at retirement, as per rules

- Medical reimbursement and other medical facilities in Government or private hospitals, as per rules
 - Faculty Improvement Programmes (F.I.Ps for staff)
 - U.G.Cs Career Advancement Benefits of Senior Scale and Selection/Readers scale to teachers
 - LTC facility, as per rules
 - G.P.F. Advance and withdrawal facilities, as per Rules
 - Prompt payment of central D.A. rises.
- Different types of Leaves, as per Central/State Govt. Pattern
- Payment of bonus to nongazette staff
 - Washing allowance (for class 'IV')
 - Pay Commissions Retirement benefits like Gratuity, G.P.F. with interest, Commuted Pension, Earned leave encashment and Family Pension State Level's Scale. Retirement benefits like Gratuity, G.P.F. with interest, Commuted Pension, Earned leave encashment and Family Pension

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

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

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

0

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

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

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

03

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

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

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

18

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

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

Response:

Every year, the teacher of the college submits self-appraisal form to IQAC and on the basis of submission of details by the teacher, the IQAC evaluates a teacher and encourages him/her for better performance. The evaluation covers mainly pedagogy, use of ICT, FDPs and Research. Under Career Advancement Scheme (CAS), every teacher submits his/her file for proposal of promotion. The IQAC evaluates the performance of the teacher, and after a systematic evaluation process, forwards the file of the teacher to Higher Education Department for promotion. Besides, the robust feedback system helps to evaluate the performance of the teachers. The feedback from students for every course is collected, analysed and evaluated and in order to measure the performance of the teachers. So, Self-Appraisal Form, Evaluation by the IQAC and Feedback System are the chief routes for Performance Appraisal System from multiple angles. Besides, the teachers comply with the norms of Higher Education Department, Government of Gujarat. In the years 2019-2020 and 2021-2022, many teachers have passed CCC+ Exam and Hindi Exam to comply with norms of the State Government. So, Performance Appraisal System not only assesses quality of teaching and Non-teaching staff, but also provides motivation and encouragement for enhancement of performance that would ultimately benefit the students.

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

6.4 - Financial Management and Resource Mobilization

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

Response:

The college receives grants/funds from UGC, NAAC, KCG and other sources and utilizes grants/funds according the guidelines of various funding bodies. Besides, the college receives funds from Alumni in the academic year 2020-2021. So, the sources for funds during the year are Government Bodies, Organizations and Alumni.

There is a mechanism for internal audit in the institution. Proper details of income and expenses are maintained. There is also mechanism for external audit. The government recognized Chartered Accountant audits the income and expenses externally. The annual audit report is presented wherever need may be and kept for documentation. Sometimes, if on the site audit is made by the Higher Education Department, Government of Gujarat. For the financial year 2020-2021, internal and external audit has been made and reports are maintained for further reference.

The institution, then, regularly conducts internal and external financial audits and makes all records of audits duly signed by the Chartered Accountant. Whenever such audit reports need to be produced in government bodies, the institution produces them for further consideration of grants or opportunities. Local Audit, Audit by recognized Chartered Accountant and Government Audit strengthens the financial structure of the institution very significantly and plays a vital role in transparency and ease of activities related to expenditure.

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)

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

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

Response:

Our institution has got grants such as FInishing School grant, Swarnim grant, Udisha Placement grant from Govt of Gujarat. In addition to this our college got grant from NAAC, Sanskrit Sahitya Academy, Gandhinagar, Shri Zaverchand Meghani Loksahitya Kendra, Rajkot for orgnizing Online Webinars. The major sources of revenue include various grants from government bodies/departments, collection of fees from the students, Alumni membership- fees and donations from Alumni Organization. During the preparation of the Budget, inputs are collected from various college committees and are analysed by the principal. Allocation of the Budget is done keeping in view the essential needs of the institution. For purchasing of equipment, committee is formed, quotations-- are invited and the most competitive quotations are selected for procurement of equipment. At present, the infrastructure facilities such as flooring of front part of the lobby, various offices, sliding window panes, elecricificatin work are under process. The strategy for mobilisation of grant is done very optimally and utilised very effectively. At present lot of expenditure is also incurred on maintenance of academic and physical facilities in our institution.. Every detail of income and expenditure is reflected in the annual audit report. Thus, the audit report for the financial year 2020-2021 has been generated.

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

Response:

The academic year 2020-2021 brought challenges in the process of teaching-learning and organization of various activities. The increasing number of Covid-19 put a temporary end the traditional method of teaching-learning and conducting college activities. But adoption of online mode indeed brought about significant novelty and welcome changes in teaching-learning and institutional as well as departmental activities. The biggest challenge for IQAC was to continue the tradition of teaching-learning and to continue the tradition of organizing events and seminars, the academic activities as well as co-curricular and extra-curricular activities. To overcome the challenging situation, the faculty, under the guidance of IQAC, learnt the operations of Microsoft Teams and kept the entire year full of academic spirit and other supporting activities.

So, the two practices institutionalized as a result of IQAC initiatives are:

1. **Online Teaching Learning:** The faculty underwent the training of Microsoft Teams and conducted Orientation Program for students on use of Microsoft Teams application. During the entire year of 2020-2021, the teaching-learning was conducted in online mode, indeed a new experience for teachers and students. Internal Exams were conducted through "Google Form" application.
2. **Online Events and Programs:** Along with teaching-learning, the college successfully conducted NAAC webinar, CWDC Program, Garba Event, Quiz, Retirement Event and a set of other activities in online mode. So, the technology made it possible for college to function and to develop further in the horrible situation of increasing cases of Covid-19.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations

and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Response:

1. **Faculty Development:** Faculty development in every way has become a primary focus of IQAC of college. In 2020-2021, the IQAC of the college has encouraged the faculty to attend online FDPs in various subjects. Many teachers have attended online FDPs. Besides, many teachers have sought e-books and have widened their horizons of knowledge. So, with the use of technology, Faculty Development has always been one of the essential targets of institutional qualitative development. The qualitative development of the faculty directly enriches knowledge of the students.
2. **Teaching Pedagogies:** Due to rise in number of Covid-19 cases and postponement of traditional class-room methods of teaching, the IQAC has taken the initiative since the inception of the academic year 2020-2021 to introduce online teaching through Microsoft Teams. Besides, the teachers have shared You Tube videos and online study material with the students. Microsoft Teams, Google Meet, Whatsapp and a set of similar apps have been exploited in order to effectively continue online teaching during the year. Special training has been provided to faculty and also to students by IQAC for effective online teaching-learning. The institution conducts internal test online to review the learning outcomes of the students. There is incremental progress of outcome of the students found by taking online Quiz and other modes of evaluation.

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

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

B. Any 3 of the above

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)	View File
INSTITUTIONAL VALUES AND BEST PRACTICES	
7.1 - Institutional Values and Social Responsibilities	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
<p>Response:</p> <p>In curricular and co-curricular activities, gender-equity, obviously, is one of the fundamental aims and objectives of higher educational institutes. In curriculum, the faculty always emphasizes gender-equity in teaching-learning process. In BA Programs, there are special papers on "Women Writing" which are systematically and strategically taught by the faculty. The CWDC of the college solves psychological issues and health problems of the girl students. Under the banner of CWDC, events, aiming at gender equity, are organized. Celebration of Women's Day, Mehdi Competition, professional training in Beauty and Wellness—these are but some of the most important activities and events organized by the CWDC of the college. Besides, seminars aiming at gender equity are organized by the IQAC. One such webinar was organized on 8th March, 2021. The CWDC also has planned new events pertaining to law for protection of women.</p> <p>The college takes proactive measures for gender equity as it is basically related to human rights. The college has created a safe environment in the college. The CCTV surveillance and watchful eye of the security staff ensures the safety of girls in the college which form 60% of the total students. In the building, facility of separate rest rooms and separate toilets further ensure safety of the girl students.</p>	

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

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

Response:

There is a very simplified process of managing degradable and non-degradable waste in the institution. The solid waste management is systematically done. For the recycling purpose, the old and useless solid waste is sold by the committee under the direct guidance of the principal. This includes old newspapers, magazines, workbooks, small plastic and metal items and so on. This is how solid waste management system works. The college does not have a recycling system of its own, but the college does contribute to the recycling process which is carried by the external agencies. For E-waste management, the college would prefer only the authorized dismantlers and recyclers. As the college runs B.A. and B.Com programs, the college is already free from managing Biomedical Waste and hazardous Chemicals and Radioactive Waste. Dustbins are placed in the college and the students are encouraged to use dustbins. The Municipal Corporation of Mansa collects the waste and further classifies it for recycling process. Our institution always believes in Gandhiji's

dictum of "Cleanliness is Godliness" and practises it. The aim is to provide neat and clean buildings and campus and at the same time to cultivate awareness of health and hygiene among the students of the college.

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

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	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	B. Any 3 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive 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	B. Any 3 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	View File

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

Response:

The environment of the college is all inclusive and it tends to foster tolerance and harmony towards cultural, linguistic, communal, socio-economic and other diversities. It could be happily said that the college celebrates unity in diversity. From cultural, religious and communal standpoints, students of different faiths study on equal grounds in the college knowing no discrimination. Equality and Equity are the chief institutional goals. From regional and socio-economic background, the students from different parts of Gujarat, from particularly Banaskantha and Sabarkantha regions, study equally with the native students of Mansa area. The differences of caste, class and community are never tolerated and an environment of equality has been created in the college ever since 1958. The idea of "Ek Bharat, Shresth Bharat" is incorporated in the various activities conducted by the college. The process of equity is reflected in teaching-learning process, cultural activities, NSS, NCC, Sports and seminars and webinars conducted by the college. In 2020-2021, the college, for instance, organized National Webinar on Tribal literature of Gujarat and broadly of India, in collaboration with Zaverchand MeghaniFolk-literature Foundation, Rajkot, on 22nd January, 2021. The whole webinar was an attempt at equality-to celebrate Tribal Literature and to place it in the centre from the margin.

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

Response:

The institutional foundation of the college is "Sarvodaya" meaning the rise and development of all. Ever since its establishment in 1958, the college has taken holistic approach for inculcating the values for being responsible citizens as reflected in the

constitution of India. Unity, equality and brotherhood have been the foundational principles on which the higher education firmly rests. Having said that, the faculty encourages all students to be responsible citizens of India. Love, mercy, compassion, altruism, philanthropy, nationalism are the values inculcated among the students in the college. The teaching-learning process does not remain confined to syllabus completion; it becomes a fine process of character building for the noble cause of the nation-building too. The teaching-learning process entails obliteration of caste, class and communal and gender discriminations. The students are trained and encouraged to follow all rules and regulations as well as instructions and injunctions. The students are encouraged to help the old and the infirm, to help the poor and the needy, to follow traffic rules, to promulgate the importance of voter, to discuss government schemes to the concerned and to contribute to nation-building. Adherence to national/constitutional values and duties, respect and p[reservation of public property, help to society are the motivational principles shaping the young minds.

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	View File

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

Response:

The spirit of nation-building is at heart of the institution, and therefore, the institution celebrates national and international commemorative days and events. In the inception of the year 2020-2021, the Indian Independence Day (15th August) was celebrated. A national level Quiz on "Gandhi Jayanti" was organized by the Cultural Committee of the college from 1st to 4th October, 2020 entailing questions on Gandhiji's biography. A national level Quiz on Sardar Patel Jayanti was organized by the Cultural Committee from 31st October to 5th November, 2020, entailing questions on the active life of Sardar Patel. A national level Quiz on Dr. B.R. Ambedkar was held by the Cultural Committee of the college from 6th of November to 13th of December, 2020, entailing questions on the life of the father of the Constitution of India. Vivekananda Jayanti (12th January) was celebrated by the Cultural Committee of the college. The National Voters' Day (25th January) was celebrated by NSS Unit of the college. The Indian Republic Day (26th January) was celebrated with parades, songs and speeches by the heads of the institution. International Women Day (8th March, 2020) was celebrated by CWDC of the college. The celebration of national and international days, events and festivals indeed broadens the vision of the students in learning process.

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	View File

7.2 - Best Practices

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

Response:

Best Practice- I

1 Title of the Practice

Teaching-learning in Online Mode

2 Objectives of the Practice

Among the fundamental objectives of this best institutional practice were to successfully keep going teaching-learning process in online mode, to complete the syllabi, to contribute to character-building and nation-building as the traditional method of class-room teaching was not possible due to increasing cases of Covid-19. Most importantly, to convert the traditional method of chalk and duster into the online mode of teaching-learning linking both the faculty and the students of the rural belt of Mansa.

3The Context

The context, obviously, was the Covid-19 pandemic and the challenge was to establish a set up for online mode of teaching-learning. It was an unprecedented event entailing a set of newer challenges. Government of Gujarat provided the facility of Microsoft Teams and to learn all intricacies of the app was a challenge for teachers who were mostly accustomed to class-room teaching. It was challenging to train students of the rural area on uses of Microsoft Teams.

4The Practice

Under the guidance of IQAC a "Technical Committee" was formed

consisting of techno-savvy teachers. This "Technical Committee" underwent training provided by Department of Higher Education, Gandhinagar and trained the rest of the faculty members. Special Training Program was organized in the college on use of Microsoft Teams. One more special Training Program was organized for students too. After systematic training, the IQAC of the college pioneered online teaching-learning to reach the specifically stated objectives.

5 Evidence of Success

Gradually, online teaching-learning became an everyday practice both for the faculty and the students. The senior faculty members also ardently got involved and also enjoyed online teaching. The students also welcomed online teaching keeping in view the pandemic situation. The problems of registration and connectivity were solved by Technical Team. The result was unbelievable. During the entire year of 2020-2021, every department of the college continuously imparted education through online mode. Everyday, the teacher will enter the details of the lectures taken by him in the Google Form created by the Technical Team and in this way the record of online lectures and the attendance of students has been maintained.

6 Problems Encountered and Resources Required

The problems, initially encountered, were both from the faculty and the students. The teachers wanted continuous guidance on operations of Microsoft Teams. They wanted more practice to understand intricacies like creating Teams, registering students, downloading attendance, uploading material and recording lectures. Trainings were provided to teachers. The students encountered problems of registration and those related to operation of Microsoft Teams. The problems of students were also solved by Technical Team.

Best Practice-II

1 Title of the Practice

Online Internal Exam through Google Forms App

2 Objectives of the Practice

At the end of every semester, Internal Exam is arranged every year and its time-table is displayed on the Notice Board. But in the academic year 2020-2021, the pandemic indeed posed a big problem. The objectives were to train students for online Internal Exam, to

complete Internal Exam in time and to prepare results to be submitted to University.

3 The Context

At a time when the pandemic was playing havoc, the teaching-learning process went on in online mode through Microsoft Teams. But at the end of the semester, it was essential to measure the achievements of students and to map out their learning outcomes. With this end in mind, the online Internal Exam was conducted as it was not possible to arrange offline exam due to the increasing cases of Covi-19 in Mansa area.

4 The Practice

Every Department prepared online Tests through Google Forms and successfully conducted online Internal Exam both at Undergraduate Level and Post-Graduate Level. The results were downloaded from Google Forms App and converted from excel sheet into college marksheet and were submitted to Gujarat University.

5 Evidence of Success

The college indeed got thumping success in conducting online Internal Exam for the students of Undergraduate level and Post-graduate level. The most important thing is that those students whose parents and relatives were afflicted with Covid could take online exam from home and could get relieved of the burden of coming to college for offline exam mode. Online Internal Exam ensured their safety as such a big mass of students could mutually get affected in pandemic situation. Almost all students successfully took online Internal Exam of each of their respective courses.

6 Problems Encountered and Resources Required

To conduct Internal Exam in online mode was indeed an unprecedented event in the institutional history and it demanded training both for the faculty and the students. "How" was the biggest problem. So, Technical Team of the college trained the faculty members on drafting of online question papers, on adjusting the setting of the App, on generating link to be share with students and on downloading the Excel sheet. Technical Team also trained the students on how to take online Internal Exam. For practice, Mock Tests were arranged for students and their success ratio was analysed. After complete training both to the faculty and the students, the college ventured into online Internal Test.

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

7.3 - Institutional Distinctiveness

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

Established in 1960 by Sarvoday Higher Education Society, Mansa S.D. Arts & Shah B.R. Commerce College provides facilities of higher education at UG and PG levels to the young students, in pursuit of academic excellence and to help them in the development of their intellectual, physical and moral faculties in safe surroundings with a view to making them disciplined citizens of our country. The background of utter selfless social service has given a distinctive ethical crusading characteristic to our Mandal as well as our college. To this day, although our college is located in a purely rural area, we continue getting students from the rural areas, from the lower economic background and cutting across all caste and religious denominations. We strive for equity toward all our students and strive to provide them the best education that they deserve and that they can afford. We offer English, Hindi, Gujarati, Economics, as core subject and History, Sanskrit and Psychology as Elective subjects in UG and Gujarati & English as core subjects in PG. • The results in the internal tests of the college as well as the external examinations of university have become brighter year after year. Academic and administrative planning and functioning are well coordinated by the IQAC, for a smooth progress with development objectives, directives and guidelines, with specific plans for implementation. As a result of constant efforts made by all of us to constantly scale greater and still greater heights, and we have been awarded 'B' Grade with CGPA 2.79 in March 2016 in the second cycle of NAAC. The College IQAC has submitted its AQAR till 2019-20 to NAAC for the further procedure of NAAC accreditation cycle III. With the active support of and the matching share of the Management as well as the motivating policies of the Department of Higher Education, Gujarat state through KCG, the quality of education provided in our college has seen remarkable enhancement due to augmented infrastructure, faculty development programmes, students enrichment programmes and outreach activities conducted by the college as part of Institutional Social Responsibility (ISR) in the villages situated in Gandhinagar district.

Reaching to the expectations both of the Central Government as well as the students belonging to the local rural area, our college has taken an initiative in technology-enabled spirit of higher education in the rural belt of North Gujarat. The college website was launched long back in 2008. Now, the students have Tablets in their hands provided by the State Government. They have mobiles too. The new generation is obviously techno-savvy. The new generation must be encouraged for building career with the help of technology, else technology may also lead them astray. And here the higher educational institute can play a key role for the students. The need, now, was to launch a Mobile App which can unify all stakeholders. Therefore, the college has launched a Mobile App named "Mansa College" in 2018 which serves the need of all—the principal, the faculty and the students. For coordination and communication between the principal and the faculty as well as among the members of the faculty, this Mobile App plays a significant role as it unifies all stakeholders for easy and instant communication. The principal can make new announcement or post news related to higher education in this App. Thus, the App is mainly student-centric. The greatest benefit of the App is that the students of the rural belt of North Gujarat, belonging mainly from farming community, use technology in study and enthusiastically communicate with the principal and the faculty. The combination of Tablets and College App creates wonder in unifying the principal, the faculty and mainly the students. The stakeholders can submit their feedback and suggestions through the App. The facility of Online Quiz is also there in the App. There is also a separate section of Events in which various college events are announced. The Mobile App, on the whole, centralizes all and also helps the principal in participative management.

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

- [1] To promote technology enabled learning
- [2] To encourage faculty for participation in FDPs and Seminars
- [3] To encourage the faculty for Research work
- [4] To begin Add-on and certificate course for the students

- [5] To encourage students for IELTS exam and spoken English
- [6] To provide opportunities to the students who want to study abroad through "Pathway" scheme
- [7] To apply for ISO Certification [1] ISO 9001-2015 for Quality Management System [2] ISO 45001-2018 for Occupational Health and Safety Management System [3] ISO 14001-2015 for Environment Management System
- [8] To conduct Job Placement fairs for the students
- [9] To organize Industrial Training, Field Visit and On-Job training for the students
- [10] To form MOUS with the educational institutions and Industries
- [11] To improve physical facilities for sports, cultural activities,
- [12] To encourage the faculties for teaching through PPT, Video presentation, and Internet websites
- [13] To update Library facility including sitting arrangement, subscription to new Journals and make digital set-up.
- [14] To update college website
- [15] To conduct more online National and International webinars
- [16] To prepare AQAR for the year 2021-22 as per manual changed by NAAC and upload on NAAC website
- [17] To prepare and preserve data for NAAC third cycle accreditation