



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

GURUKUL MAHILA ARTS AND COMMERCE COLLEGE

POST BOX NO. 21 JUBILEE BOKHIRA VISTAR PORBANDAR

360575

gurukulmahilacollege.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Rajratna Shreshthi Shri Nanjibhai Kalidas Mehta Arya Kanya Vidyalaya Trust is an Educational Trust that was established by our founding father Shreshthi Shri Nanjibhai Kalidas Mehta almost eight decades back. Since its inception the Trust had the motto of providing education based on the principles of the Arya Samaj. **Gurukul Mahila Arts & Commerce College, Porbandar** was established in the year 1966 to provide quality education to the students coming from the rural and far-flung sections of the society. Since then the College has had students who have lived the values and principles of our Indian Culture and are today well settled at the highest of levels in all walks of life. The institution is approved with 2(f) and 12(B) by UGC which provides financial assistance under various schemes. The cardinal objective of the institution is to create good and responsible citizens for the nation. The hallmark of the institution is to educate the whole family by educating women. The institution has been rendering yeomen service since the last five decades in preparing and empowering rural women to meet the global challenges.

Gurukul Mahila Arts & Commerce College, Porbandar is affiliated to Bhakt Kavi Narsinh Mehta University, Junagadh since 2016 (prior to which the Institution was affiliated to Saurashtra University, Rajkot) and offers 07 UG programmes and 12 short-term courses. The curriculum of the institution has been designed by the affiliating university. At present the college has 539 students and 11 (Permanent) + 11 (Visiting) = 22 faculty members. So far 876 students have been awarded with UG degree in the last five years. The Institution follows the semester pattern for all the programmes and UGC (NSQF) sponsored skill-based courses. Choice Based Credit System (CBCS) has been implemented since 2010 onwards which provides scope for choice of subjects. 12 value add-on courses have been introduced by the institution. To promote self-reliance opportunities, the college conducts 07 Study-circle and *Saptadhara* activities for the integrated development of the students.

Vision

VISION:

To uplift girls from their mofussil, almost illiterate background and train them smartly enough to meet the fast approaching challenges of global competence.

Mission

MISSION STATEMENT : Time-tested traditions + Tide of Talent = Modern India

Mission:

- (i) To Train Girls for Vocational Skills
- (ii) To promote academic as well as cultural environment

(iii) To provide ample opportunities for holistic development of the student.

Objectives:

- To develop the inherent academic potential of the students
- To promote career opportunities for students
- To inculcate self reliance among students coming from the rural and weaker sections of the society.
- To promote the *Vedic* traditions in keeping with the cultural philosophy of the Arya Kanya Gurukul Trust.
- To create responsible citizens.
- To provide a blend of eastern and western value systems in the ambience of AKGT.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Availability of 03 Research Guides for pursuing M.Phil and Ph.D programmes
- 01 Digital Education and Learning laboratory (DELL) for communication skill enhancement.
- Over 12 Short-term/Skill-based/Add-on courses help the students in bettering their Academic performance.
- FDP encourages all staff for improving and enhancing skill and knowledge.
- Qualified, experienced and dedicated faculty members.
- 03 UGC-NSQF add on-courses.
- Well equipped laboratories and computerized library with INTERNET facility.
- Innovative teaching methods with ICT enabled LCD projectors.
- Facilitation of Govt. scholarship for economically poor students.
- Provision of Preparatory Training for competitive examinations.
- Coordination with municipality buses for transportation.
- Well furnished hostel.
- NSS Extension activities to help rural village students.
- Feedback mechanism benefits the institution for development.
- “Outstanding Student of the year award” for Academics and Co-curricular activities to students.
- Best Library Utilization Award for those that make optimum use of the Library.
- Unique institution for promoting women empowerment for rural students since last 52 years.
- Minimum fees structure and concession for economically poor students.
- Encouragement for publication of research articles in Journals and books.
- 05 UPS with 300 KVA for un-interrupted power supply.
- Accreditation with B+ grade by NAAC 2007.
- Participatory and democratic system of functioning through constitution of as many as 18 committees.

Institutional Weakness

- Lack of consultancy service.
- Insufficient tie-ups with Industries and NGOs.

- Limited number of students in placement as majority prefers to go in for higher studies.
- Research needs to be strengthened.
- Difficulty in paying fees by rural students.
- Low percentage of impact factor and citation index.

Institutional Opportunity

- Twinning / dual degrees through Community College (CC) Centre.
- Self-reliance through Study-circle and *Saptadhara* activities.
- Short-term certificate courses for raising market value in terms of employment.
- 03 UGC-NSQF add on-courses for encouraging Skill development.
- Inviting guest lecturers for seminars, workshops etc.
- Academic flexibility in curriculum.
- Campus Placement

Institutional Challenge

- Improving communication skills.
- Promoting culture and value based education.
- Receiving fund for Major and Minor projects and Seminars from UGC and other funding agencies.
- Placement of all students.
- Payment of tuition fee in time since the students come from under privileged sector poor community.
- Retaining drop out students.
- Enhancing and improving consultancy services.
- Staff and students exchange programme.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curriculum permits the students to have an academic flexibility both horizontally and vertically. Lateral entry for BA/B.Com and credit transfer facilities are permitted by the university. Most of the programmes offered in the college have adopted ICT enabled teaching. e-learning through ICT is also made available. The institution has conducted 02 International/District level seminar and 04 workshops altogether in the last two years. The college provides all the infrastructural facilities like fully furnished class rooms and well equipped and modernized computer and language laboratories. More than 93 computers are installed in computer labs and language labs. The College follows both oral and online feedback system. The opinion and suggestions of the students are implemented for the enhancement of curriculum. The institution has MoUs with Industrial Training Institute (ITI) Om Computers and NGOs like Youth Red Cross Society (YRC), Saheli Gram Udog, Bagvadar, Ramakrishna Mission, Porbandar and The Prakruti, the Youth Society, Porbandar. Apart from the regular curriculum, the college conducts 12 different certificate courses for the enrichment of knowledge and

skill of the students. The academic calendar is framed by the institution to furnish the academic plans, lesson plans, number of working days, dates of examination, seminars etc. at the very beginning of the academic year. Students' admission is done according to the norms of the government and university. The procedures of the admission are outlined in the prospectus. The college facilitates scholarship for the economically poor and disadvantaged students. The teaching staff, Home-Science department in particular, of the college extend their support in giving financial help to economically poor students. Scribes are also arranged to write university examination. The institution has appointed well educated, experienced, dedicated and sincere faculty members giving priority to merit and excellence. The peer team of NAAC committee had last visited the institution for its accreditation and assessment in 2007 and had accredited GMC with B+ grade.

Teaching-learning and Evaluation

IQAC is an important organ which functions and monitors the quality enhancement and quality sustenance in all fields. 02 faculty members have cleared NET/SET examination. 09 faculty members i.e., 81.8 % teachers of the institution have been awarded with Ph.D. The institution encourages the faculty members to participate in orientation/refresher and faculty development programmes. UGC had granted Rs 90000 + 80000 + 45000= 2.15 lakhs for three minor research projects for three faculty members. The institution puts in sincere efforts to enhance the teaching learning process. The teaching learning process has been enhanced by giving assignments, class seminars, interaction and group discussion among the students. The teaching pedagogy has been enriched with the use of ICT tools, LCD projectors, multimedia, internet and audio visual aids. All the departments of the college are encouraged to utilize internet facility in the Audio-Visual room of the college. The Institution has good infrastructure facilities with voluminous library, well-equipped computer laboratories and Digital Education and Learning Laboratory (DELL) for the betterment of the students. The faculty members pay special attention to the advanced learners to participate in the competitive exams and other co-curricular activities. The slow learners are given special coaching and training and remedial classes are conducted. Every year the institution awards gold medals to the College toppers in every faculty.

Evaluation process is an important aspect in analyzing the academic performance of staff and students in an education system. The institution strives hard to channelize the evaluation procedures and the institution conducts PTA, Alumni meets to discuss the Academic performance of staff and students and the development of the college. The Grievance redressal Cell & the Anti-Ragging Committee of the institution interacts with students and resolves all the personal problems, security issues by keeping a close contact and giving parental guidance to the girl students regularly. After analyzing the grievances of students, the cell redresses all the grievances represented by students.

Research, Innovations and Extension

Research committee of the institution encourages the faculty members and the students to undertake many research projects. The institution has 03 recognized research guides - **Dr. Anupam R. Nagar, Dr. Manhar K. Goswami & Dr. Nayan D. Tank** for Ph.D programmes. So far 15+ Ph.D scholars have been awarded Ph.d. degree under them. The teachers have more than 50 publications in national and international journals to their credit and 08 books have been published. The college invites eminent researchers and resource persons to deliver special lectures on research to improve the empirical and experimental knowledge of research for both faculty members and students.

The Institution has 2 NSS units (which comprises of 200 volunteers) to develop their personality and

social responsibility through community services. They also engage in extension activities like village adoption and school adoption and conduct various awareness programmes, rallies, health camps and also provide meals to the poor school students. So far over 50 events have been conducted and Rs. 2.5 lacs have been spent for extension activities in the past five years. In addition, Annual Awards have instituted for *Saptadhara* & NSS units of the institution.

Infrastructure and Learning Resources

The college has 14 spacious class rooms with good ventilation, fan, light, benches and green/black boards. 02 computer-science laboratories are available with well-equipped network with 71 computer systems. Digital Education and Learning Laboratory with 25 computers has been established for improving the communication skills of the students. The college has one Morning Assembly Hall with seating capacity of 700 and an audio-visual conference room with a seating capacity of 150 students. Most of the sections - office and library are provided with internet facility. The library consists of over 58000 books, 03 journals, 27 Magazines and more than 100 e-books. The College has spent with UGC aid Rs. 81178/- for the purchase of books, journals and updating of library resources in the last five years and Rs. 802451/- for construction of computer laboratory, common room, wash-room and Administrative Office.

The Trust has a college hostel with well furnished rooms with a total strength of 110 inmates. There are various other common facilities for NSS, CCDC, vehicle parking stand, canteen, RO water system. The college takes care of the physical and mental health of the students by providing the required indoor and outdoor sports facilities. Five UPS are installed for uninterrupted power supply in the Office and Laboratories.

Student Support and Progression

Admission committee comprising of Principal and senior administrative staff members is constituted to monitor the process of admission. The college offers sufficient number of facilities for student progression and support. The common Morning Prayer (assembly) for all students is conducted every day and the students read the news and ask five Gk questions. The College helps to avail Government scholarship. The college has facilitated Rs.1133370/- as scholarship for 333 economically poor, underprivileged, and meritorious students in the last one year alone. To ensure better interaction between parents and teachers, the PTA of college conducts annual meetings with management, staff and students. The institution has a vast ground of 02 acres with indoor and outdoor sports facilities. The *Yog-khel-kood vyayamdhara* has conducted 05 sports events inside the campus in the past five years.

The college also promotes the cultural activities of the students. The students are also encouraged to participate in seminars, workshops, conferences and various competitions conducted inside and outside of the college. The college has as many as 07 Study-circles & 07 Societies (*Saptadharas*) in which students are given a platform to exhibit their talents. The 07 Study-circles & 07 Societies conduct various competitions such as, elocution contest, essay writing, poetry composition etc. The CCDC (Career counseling and development centre) of the college guides the students on career opportunities. The cell provides coaching and training to the students by inviting external experts and resource persons. In the last two years, 02 training and coaching programmes have been conducted for the students. The students are provided with feedback forms at the end of the academic year to express their views on teaching-learning process and other facilities available for them.

The suggestions and ideas obtained from students are considered and issues (if any) are solved by the Principal.

Governance, Leadership and Management

The vision and mission of the college has been set in such a way as to empower and elevate the rural women community and to promote a unique learning experience by enabling the students to develop their innate potential and mould their overall personality. The college is governed with 18 committees comprising of all teaching staff members and Class representatives. They communicate regularly to discuss the important issues, academic and administrative activities.

The Principal is given autonomy in all academic performance and administrative activities. The Principal closely monitors the various day-to-day academic activities and prepares long term departmental plans for the institution. The active role of the Management, Principal, HoDs, faculty members and students are formulated in such away so as to sustain the culture of Academic excellence in Education. The IQAC comprising of the Principal and all HoDs evaluate the academic facilities, performance of the departments and gives suggestions for further improvement and quality enhancement in academic activities, teaching-learning process, research, administration, curricular and extra-curricular activities. The External Audit Committee is constituted by the management to monitor the functions of internal audit committee and make appropriate suggestions. The teaching staff plays a significant role in planning and improving the academic performance of the institution. The Principal permits the HoDs and the staff members to execute the Academic Calendar in a fair and just manner. The college provides autonomy to the HoDs and staff to organize competitions, guest lectures and seminars. The Annual Self-Appraisal reports are prepared to analyze the performance of the faculty members. The performance appraisal system aims to bring out qualitative output in academic performance and make suggestions accordingly. In fact, the main aim and policy of IQAC are quality enhancement, quality encouragement and quality sustenance in all academic and administrative activities. IQAC organizes meetings with stake holders like management, staff, students, alumni, PTA and experts to enhance quality in all educational fields. So far the IQAC has conducted over 15 meetings with various stake holders.

Institutional Values and Best Practices

The Institution has a garden and all efforts are made to keep the campus clean and green. Adequate water supply system is provided and over 100 plantations have been done this year. CFL lamps are replaced instead of energy bulbs and tube lights for less energy consumption. Students are advised to switch off fans, lights, computers and other electrical connections in the laboratories when they are not used. Batteries and UPS are installed to minimize the utilization of conventional energy. UPS batteries are recharged and repaired. Unused UPS are exchanged by the suppliers. Nearly 100 *Mehndi* saplings and 100 *Neem* plants have been planted in and around the college campus to neutralize carbon emission. The NSS volunteers also plant saplings in the campus during the Tree plantation programme.

In addition, the Institution:

(a) Arranges *Yagnam* (Havan) on rotation basis every week.

- (b) Offers a Course on Value-education to the students.
- (c) Holds Morning Assembly with a different prayer everyday.
- (d) Encourages leadership through Class-representatives who act as Mentors to assist academic and administrative requirements.
- (e) Educational visits are arranged by every department.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GURUKUL MAHILA ARTS AND COMMERCE COLLEGE
Address	Post Box No. 21 Jubilee Bokhira Vistar Porbandar
City	Porbandar
State	Gujarat
Pin	360575
Website	gurukulmahilacollege.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Anupam R Nagar	0286-2212055	9979881990	0286-	gurukulac@yahoo.co.in
IQAC Coordinator	Jayesh Bhatt	0286-2245561	9825759935	-	jayesh_a_b@yahoo.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	15-06-1966

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Gujarat	Bhakta Kavi Narsinh Mehta University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	10-10-1975	View Document
12B of UGC	10-10-1975	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Post Box No. 21 Jubilee Bokhira Vistar Porbandar	Rural	4.46	3009

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Computer Science	36	HSc	English,Gujarati	30	22
UG	BCom,Accountancy	36	HSc	English,Gujarati	100	97
UG	BA,Home Science	36	HSc	Gujarati	25	22
UG	BA,Economics	36	HSc	Gujarati	25	14
UG	BA,Gujarati	36	HSc	Gujarati	30	24
UG	BA,Hindi	36	HSc	Hindi	25	14
UG	BA,English	36	HSc	English	25	17

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				21				1			
Recruited	1	0	0	1	4	6	0	10	0	1	0	1
Yet to Recruit	0				11				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				2				9			
Recruited	0	0	0	0	1	1	0	2	2	7	0	9
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				11
Recruited	0	0	0	0
Yet to Recruit				11
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	5	2	0	7
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	3	4	0	0	1	0	9
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	2	0	0	0	0	2

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	3	8	0	11

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Certificate	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
UG	Male	0	0	0	0	0
	Female	208	1	0	0	209
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	39	46	34	33
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	7	6	6	12
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	504	458	452	412
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	98	90	75	79
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	12	16	17	3
	Others	0	0	0	0
Total		660	616	584	539

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 12

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	7	7	7

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
584	616	660	636	561

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
509	526	562	501	429

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
206	176	200	155	135

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	11	10	11	11

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
23	23	23	23	23

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 16

Number of computers

Response: 105

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
65.29	59.70	77.74	66.98	59.19

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Yes. The Institution ensures an effective curriculum delivery through a well planned and documented process. The institution not only adopts the curriculum provided by the affiliating Bhakt Kavi Narsinh Mehta University, Junagadh, but ensures that these courses are adequately supplemented by need-based short-term/add-on courses. Accordingly, the Academic Calendar is prepared towards the close of the on-going academic year for the next session after receiving inputs from students, teachers and heads of the departments. The plan is finalized by the Principal and this sets the tone for the academic exercise to be initiated during the entire academic year.

To ensure effective curriculum delivery, the teachers prepare their lesson plans in a Diary which includes the papers to be taught and number of hours to be allotted for various topics. The teachers also offer a model answer bank by way of econtent to all the students. Emphasis is given to assignments, project work, presentation, group-discussion, seminars and teaching using ICT aids. The institution provides necessary facilities like library, book-bank, computer-systems, AV Room etc. to encourage teachers to employ innovative techniques apart from traditional teaching methods. Seminars & Educational visits to Colleges/University departments are also organized to give appropriate exposure to the students. This year the College organized a Seminar on the Folk Literature of Porbandar District on 05.02.2019 and organized educational visits of the Departments of English, Hindi, Gujarati & Home-Science to the PG Department of English, Bhakt Kavi Narsinh Mehta University, Junagadh, the PG Centre of Gujarati & Hindi at Bahuddin Arts College, Junagadh and Department of Home-Science, Bosamia Arts & Commerce College, Jetpur respectively. The college encourages subject-experts & career-guidance professionals to come and guide the students with the latest developments in their respective areas. In the year 2018-19, we had experts like Prof. Kaushik Pandya (Shri Subhas Mahila College, Junagadh), Dr. Snehal Joshi (Shri Mahvani College, Porbandar), Dr. Chetna Paneri (Department of Gujarati, Bahuddin College, Junagadh), Prof. Girish Trivedi (Former Professor, Saurashtra University, Rajkot), Prof. Harin Majithia (Former Professor, Gurukul Mahila College, Porbandar) etc. and Career professionals like Shri Parth Kotecha (Amrut Institute, Junagadh), Shri Hitesh Patel (KCG, Ahmedabad), Shri Vijay Bhatt (Birla Sunlife Insurance, Porbandar), SHri Naresh Lakhani (LIC, Porbandar). In addition, each department through its Study-circle activities maps out its own programme objectives and outcomes in keeping with the Vision & Mission of the College. Equal importance is given to documenting all the academic activities in separate registers & on the website of the college in a very meaningful and methodical fashion. All the teachers are provided with a Log-Book to maintain a record of their daily/weekly/monthly tasks. Every teacher has a personal locker and special care is given to filing all academic papers so that at the end of the year reports could be easily generated.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 19

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	1	2	2	2

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 72.73

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	1	5

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs

offered during last five years

Response: 100

1.2.1.1 How many new courses are introduced within the last five years

Response: 12

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 7

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 31.7

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
581	4	181	105	81

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

The cross-cutting issues like Gender, Environment and sustainability, Human Values and Professional Ethics etc., find automatic space in Gurukul Mahila College when it comes to applying them positively into the curriculum. We believe in maintaining healthy environment for all the students. The College **time-table** itself does include many of these aspects such as, **SCOPE** (Society for Creation of Opportunity through Proficiency in English) and **Environmental Studies** for First Year Arts & Commerce faculties.

There are various committees which take care of student issues such as:

(i) **Grievance Redressal Cell:** The GRC comprises of lady faculty members consisting of one coordinator and one member and also one student representative from each department. We are proud to state that in our college the incidents of harassment of women students are nil due to the discipline in the campus.

(ii) **Anti- Ragging Committee:** As per the guidelines of UGC and the University, an Anti-Ragging Committee has been constituted to handle the issues pertaining to ragging. The names of the committee members along with their mobile numbers are displayed on the Notice-Board.

(iii) **Awareness Programmes to instill human Values:** The college conducts various awareness programmes under NSS & Samudayik Seva dhara that includes among others *Swachh Bharath Abhiyaan*, Blood Donation Programmes, Voting Awareness Programme, Tree Plantation, Health Awareness Programmes etc. to instill human values of fellow-feeling, concern, love, sympathy etc.

(iv) **Discipline Committee:** This committee comprises of two faculty members and class representatives. This committee plays an important role in the maintenance of discipline and ethics in the day to day functioning of the college as well as during academic & cultural programmes.

(v) **Eco Club:** The Eco Club headed by a teacher with 05 Class-representatives ensure that plantations on the campus are well-maintained and preserved along with periodically having awareness sessions & cleanliness drives on the need to be conscious of our surroundings by keeping it neat and tidy. In fact, the UGC Course in Environmental Studies coupled with Workshops on Environment & Nursing and Environment & History go a long way into integrating issues relevant to Gender, Environment and Sustainability.

In addition, the faculties make efforts to ensure that values and value-systems are identified and transferred through the topics mentioned in the University curriculum. However, an activity that stands out under this category is the **Green Tribute** that was given by over 200 first-year students of B.A. & B.Com. to pay homage to the 48 Pulwama Martyrs on .02.03.2019. Most of the students were sensitized to this national development and all voiced their affection unanimously through plantation of 48 saplings in the presence of 22 teachers.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 19

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 19

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 8.56

1.3.3.1 Number of students undertaking field projects or internships

Response: 50

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.03

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 83.5

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
205	221	267	235	259

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
260	260	300	300	300

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
509	526	562	501	429

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

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The institution assesses the learning levels of the students in two ways at the time of the commencement of the programme:

1. On the basis of their HSc results (2) Induction programmes (both at the College & departmental levels)

The facilities in the college and the scope of the subjects being taught are introduced in these sessions. Apart from this, Morning assembly sessions are also included to inculcate positive attitude. This process helps as a base for monitoring the future progress of the students.

Secondly, Short-term/Add-on Courses are conducted at the departmental level for the Advanced learners to better their employment value. The Department of Commerce organizes 'Add-on' courses like Practical Banking, Tally Erp & e-commerce for students enabling them to better cope with the programme to which they are enrolled. The Department of Computer Science is conducting a Certificate Course in Computing (CCC) and Graphic Designing. The Department of English runs the SCOPE & English Proficiency programme to enable Gujarati medium students to cope with the course. The Department of Hindi organizes a Preparatory Course for Competitive examinations for the students, while the Department of Home-Science offers greater scope to the students by offering Short-term/Add-on programmes in Fashion Designing, Nursing and Beauty & Wellness under the *Pradhan mantri gram vikas yojna* module.

Remedial Classes are conducted with an aim to improve the academic performance of the slow learners, absentees and students who participate in sports and other activities. This practice helps the

struggling learners to improve subject knowledge and helps them catch up with their peers. Bilingual explanation and discussions are imparted to the slow learners for better understanding. In addition, the following efforts are made:

1. Provision of standard lecture notes. In fact, provision of additional learning and reference material is also made by the faculties.
2. Special classes and Workshops are arranged on Skill Development Programme like Communicative English, Personality Development, Indian Culture, Celebration of birth anniversaries of men of literature etc.
3. Advanced learners are encouraged to enroll in MOOC Courses – Swayam etc.
4. Assignments and Student Seminars on contemporary topics are provided to enable students to develop an aptitude for research.
5. Students are encouraged to participate and present papers in Seminars/ Conferences/ Workshops/ Inter-Collegiate Competitions organized by other colleges. Students representing the college in various inter-collegiate meets are provided with the benefit of retest.
6. Participation by the students in the *Saptidhara* competitions such as Debate, Group Discussion and Quiz Programmes are also encouraged. Talented students are motivated to participate in extra-curricular activities and cultural competitions.

The academic achievements of the students are highlighted during Parents, Alumni Meet and Annual Programmes every year and the toppers of the College are honored with Medals. In fact, as many as three awards - **Outstanding student of the year award (Academic)**, **Outstanding student of the year award (Co-curricular)**, **Most Regular Student of the Year Award** are given to the students during the Parents-Alumni Meet by the **Parents themselves** in the presence of all distinguished people on the dias as a Best Practice.

File Description	Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio

Response: 48.67

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.17

2.2.3.1 Number of differently abled students on rolls

Response: 1

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document
Any additional information	View Document

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:

Teaching–learning methods adopted by the faculty members include Lecture Method, Interactive Method, Project-based Learning, Computer-assisted Learning, Experiential Learning etc.

The Teaching – learning activities are made effective through illustration and audio-visual lectures. Lessons are taught through Power point presentations to make learning interesting besides lecture methods. In addition, the teachers have prepared model answer banks along with recorded lectures on specific topics which are available for easy access on the college youtube channel. The students are also encouraged to take on the mantle of teachers as Classroom Mentors and very specifically on teachers' day so to have a hands-on-experience of teaching.

Lecture method: This conventional method is commonly adopted by all the teachers, especially language teachers. This method facilitates the teacher in interpreting, explaining and revising the content of a text for improving upon the understanding of the subject by the learner.

Interactive method: The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs. The Departments of English, Hindi and Gujarati stand out in this respect. Every year Christmas week celebrations, Hindi week Celebrations and Matrubhasa Gaurav Saptaha are arranged keeping this interactive methodology in mind. All through skits, short-plays, quizzes, news-reading, elocution-contests and educational tours are organized by the above-mentioned departments to make learning a life-time experience.

ICT Enabled Teaching:

- ICT enabled teaching includes guest lectures of career counselors and educationists.
- Regular practical sessions.
- Use of LCD projectors for seminars and workshops.
- Use of educational videos (BISAG)
- Office Automation and Accounting software.
- English proficiency skills training is provided to students during Language lab sessions. Software is

effectively used to train students to acquire proficiency in listening, speaking, reading and writing.

- Online reference, lecture talks, motivational talks and web reference support the teaching-learning process.

All the departments provide instructional materials to the students for easy follow-up / understanding the concepts. e-Learning resources and useful websites are made available on the college website, which serve as a ready link to access the portals of information and gain knowledge.

Experiential learning: The faculty members foster learning environment by engaging in teaching through experience, Teaching through demonstration, Projects, Periodic industrial visits, Organizing exhibitions, Mock Youth Parliament, Mock Banking and conducting quiz. E-Commerce, CCC, Graphic Designing and Banking are the Add on courses imparting experiential learning.

Student Seminars: The Student seminars are organized where in papers are presented by students on topics related to their Curriculum to enrich their learning experience.

Summer Camps: Summer Camps are considered as an important career stepping stone at Gurukul Institute. As many as ten courses are offered during the summer vacations. These courses teach valuable on-the-job skills and provide excellent networking opportunities to the students.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 50

2.3.2.1 Number of teachers using ICT

Response: 06

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 6.21

2.3.3.1 Number of mentors

Response: 94

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Some of the innovative practices adopted in the teaching learning process are as follows:

1. Audio-visual conference room has been set up. The conference is in regular use by teachers. Use of such facility helps teachers in adopting innovative approaches in teaching methodology. The AV room is further strengthened through the provision of internet and TV (Bisag) facility. The teachers & students make best use of this facility for downloading the latest information/ ppts./ you tube lectures. Thus this facility helps in making the students listen to lectures of eminent teachers and Nobel laureates across the globe.
2. In classes where ICT facility is not available, teachers organize Study-circle meets every fortnight. In fact, the study-circle activities in departments of English, Hindi, Gujarati, Home-Science and Commerce (Accounts & Finance) are organized from time to time to improve the debating and discussion skills of students. The discussions are monitored by teachers and suggestions and guidance is provided for improvement.
3. Online Assignments, project work, Chart-Making, Film-shows, Play-enactment are part of the learning process in subjects like English, Hindi, Gujarati, Home-Science and Commerce. Short-term courses of duration ranging from 1 to 3 months supplement the curriculum of almost all courses running on campus. Informal & formal feed backs from students revealed that these practices made a profound impact on teaching-learning process on the campus.
4. During the free-hours students are encouraged to see the educational channels on TV (Bisag). The Govt. of Gujarat has set up as many as 16 channels that are dedicated to education and many of these channels have content that directly cater to the syllabi in force in the Universities of Gujarat. In addition, the students visiting the Library are also encouraged to access books through the Library Management Software (LMS).
5. Online submission of Assignments is a practice that has been adopted by the Department of English and Computer-Science. Many other departments are also preparing to follow suit. As a part of our mission to encourage ICT tools the students are trained to email their assignments, thus making it virtually mandatory for them to be familiar with the basics of creating an email ID and using internet judiciously.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years**Response:** 47.83

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years**Response:** 67.18**2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
9	8	7	6	7

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years**Response:** 20.25**2.4.3.1 Total experience of full-time teachers****Response:** 243

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 72.73

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	02	06	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

Comprehensive Continuous Evaluation (CCE) Internal System: Assessment of performance is an integral part of teaching and learning process. As a part of sound educational strategy, the institution adopts Comprehensive Continuous Evaluation (CCE) Internal System as per Bhakt Kavi Narsinh Mehta University guidelines. Students are made aware of the evaluation process during the Induction programmes at the beginning of the semester.

In addition the Institute insists on a systemic approach and hence the following practices have been

adopted:

1. Academic Calendar with CCE Internal Exam dates.
2. Teaching Plan contains evaluation procedures of the college. (The teachers maintain records in the log-book from the academic year 2018-19)
3. Display of important dates on the College Notice Board.
4. Result Analysis is done by the Department after every CCE Test.
5. The performance of the students is monitored by the Head of the Department and the necessary feedback is given to the concerned faculty members.
6. The Principal conducts department wise meetings to give necessary feedback for improvement of students' performance.
7. Students should satisfy the eligibility criteria of 75% attendance in each semester to appear for University Examination.
8. External examination of 2.5 hours duration is conducted at the end of every semester for all the theory papers.
9. Reappearing/Reassessment: The students are informed about their failure/ATKT in any one of the semester theory papers relating to completion of his/her degree.
10. Reappearing/Reassessment scheme available is to them as per University guidelines.

In addition, as a healthy practice queues are not encouraged in the College. Particularly, during the period when examinations forms are to be filled-in the administrative staff checks the forms and collect the fees in the classroom itself with minimum disturbance to the students' academic schedule. Thus students execute their administrative tasks in a stress-free environment.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

Transparency initiatives at the institute level:

1. Basic eligibility for evaluation process is made known to students through notice boards, class counseling and announcements in the Morning Assembly.
2. The schedules of internal assessments are communicated to students and faculty at the beginning of the semester through the College Prospectus & Academic Calendar.
3. Institute notifies evaluation process and related documentation on the notice board; through College Prospectus and Circulars of the University.
4. Staff meetings are conducted periodically to review the evaluation process.
5. Display of all Internal-test marks on the College Notice-Board.
6. The teachers assist the administrative staff in uploading marks on the Bhakt Kavi Narsinh Mehta University examination portal.

All through an effort is made to be as transparent and fair as possible. Our teachers go all about to ensure that no form of injustice is done to the really deserving students. As far as possible the internal assessment schedule is strictly complied with.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

There is complete transparency in the **Comprehensive Continuous Evaluation-Internal (CCE)** procedure. The criterion adopted is as per university guidelines. At the beginning of the semester, faculty members inform the students about the examination pattern in the internal and external assessment process. The internal assessment test schedules are prepared as per university guidelines and communicated to the students well in advance. The corrected assignments/answer scripts/notebooks of the students are distributed for verification by the students and grievances are redressed immediately. The marks obtained by the students in internal assessment tests are displayed on the notice board. And as and when the University circulars are issued the marks are uploaded on the university web portal. The external examination schedule is also prominently displayed on the College Notice Board and faculty members and Class-representatives also percolate the information to all concerned. In addition, re-assessment provision of one subject at the FY/SY level and two subjects at the TY level is made in the External/University examinations as well.

As far as Gurukul Mahila Arts & Commerce College is concerned, the Institute has made a name for itself in terms of sincerely complying with the University Calendar. The College has always had a very fair environment wherein students on their own volition do not resort to unfair and unethical practices. And Grievances if any are immediately addressed.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The Department of Higher Education, Govt. of Gujarat circulates a Common Academic & Administrative Calendar at the beginning of each session. The College too in keeping with the Govt. &

Bhakt Kavi Narsinh Mehta University guidelines has also its own academic & examination calendar. The College publishes an admission brochure and adheres to its schedule. Academic activities are always given priority and all other activities are performed without disturbing the classes. The Assignment/presentation and Written-Test Examinations are conducted as per the University schedule, norms and guidelines. The evaluation process too follows a transparent manner of execution. As all planning has been done well-in-advance, the challenge lies in sincerely adhering to the Academic and Exam Calendar and the students and staff ensure that all compliance is meted with utmost honesty and faithfulness.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The Institute has clearly stated learning outcomes of the Programmes and Courses. The following mechanism is followed by the institution:

1. Hard Copy of syllabi and Learning Outcomes are available with the departments for ready reference.
2. Website links for the Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are also uploaded.
3. Communication of learning outcomes during IQAC/Departmental Meetings.
4. Awareness of Programmes/Courses through Study-circle Meetings.

Course outcomes:

1. **English:** To define, classify, and understand the methods of communication, to improve LSRW skills; To familiarize students the history of Great Britain; To comprehend literary texts written by great writers of English; To become technically strong in different genres like Poetry, Novel, Essay, Short-story, Lyric, Ballad, Elegy, Tragedy, Comedy, tragicomedy, fiction, non-fiction, poetry, autobiography, biography, Journal, film, plays, editorials, literary criticism etc.

2. **Hindi:** Students can work anywhere in India, if they know Hindi; As Students are Practicing Translation from Hindi to Gujarati & English and Gujarati-English to Hindi, they can become Translators in many Central Govt. Offices. They are learning Poetry and Grammar - so they can become creative writers or poets; by Reading and observing drama's and one act plays/Skits they can become good actors. by having good communication skills and command over language one can become a good orator. By having good command over language one can present himself in a better way.

3. Gujarati: Obtaining more information about one's culture and tradition; encouraging creative writing and developing self-confidence; Aiming at enriching human excellence; increasing the level of comprehension and exercising communal harmony; Teaching language & various genres of Gujarati Literature to Gujarati students.

4. Home-Science: Students inculcate an ability to apply knowledge of Food & nutrition; Education & child development, Environment & Strategic planning, Communication Technology, Interior Designing etc. Quintessentially, Home-Science involves an ability to apply dietetics and nutrition principles in the making of responsible and health-conscious citizens.

5. Economics: A degree in economics provides students avenues for a career in business, government, or a nonprofit organization. In this programme, students will study how societies, businesses, households, and individuals create, use, manage and distribute resources. Our program will equip students with skills to make better decisions in a business environment, on public policy, and even in personal choices.

6. Sociology/Psychology: The study of Sociology/Psychology offers students the opportunity to develop a critical understanding of social/mental processes and structures; The methods and knowledge developed by sociologists/psychologists reflect the complexity of human organization, social life, inequalities and social justice.

7. Commerce (Accountancy & Computer Science): This program could provide well trained professionals for the Industries, Banking Sectors, Insurance Companies, Financing companies etc.; The students learn the principles and concepts of Accountancy; Company Law; Management Accounting, Corporate Accounting, Income-Tax and Auditing; Commerce with computer Application gives a deeper understanding of both Information Technology and Commerce; Students of Commerce with CS demonstrate that they can present the results in a way that is objective, technically accurate, and legally acceptable. Students use effective technology appropriately, such as MS Word, excel in presentations.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The following are the outcome particulars attained by the various programmes offered in the institute:

Course Outcomes: The course outcomes help the stakeholders particularly the parents and the students to manage their financial resources effectively and to the maximum extent. This methodology helps in

carving the path to improve the educational processes continuously.

Programme Outcomes: For every degree programme, career opportunities are listed out by the institution under the Programme Outcomes. This enables the stakeholders to identify and select the subject of their choice. Subjects like Languages, Commerce & Economics help the students in learning how to find solutions for problems that meet the specified needs for their cultural, societal and environmental well being. This is followed by modern tool & technique usage, as in Computer Science, which students select and apply. They apply reasoning and understand the impact of the solutions in societal and environmental context. While in the study of languages & literature, they learn to apply ethical principles. They realize that individuals and team work function effectively in multidisciplinary settings. They learn to communicate effectively with society and they are able to comprehend and write effective reports. They also make effective presentations and give and receive clear instructions. They understand the importance of critical thinking, social interaction, effective citizenship, ethics and environment and sustainability. Ultimately, they acquire the ability to engage in independent and life-long learning.

Program Specific Outcomes: The stakeholders understand the nature and basic concepts of education. They analyze the relationship between human beings. Based on these outcomes, the stakeholders learn goal-setting, problem solving techniques and decision making. The institution evaluates the stakeholders as **Outstanding Student of the Year (Academic)**, **Outstanding Student of the Year (Co-curricular)**, **Most-Regular Student** and **Best Library Utilizer**. They are recognized and awarded during the Parents'-Alumna Interface Meets & the Annual Programme by way of Certificates and Mementos. Gold Medals are awarded to the College Toppers in the University Examinations. The Outstanding Students are evaluated on the basis of Academic Performance, Attendance, Behaviour inside the class room, Behaviour on the campus and Extracurricular activities. The program outcomes and program specific outcomes are measured by conducting 3 comprehensive continuous examinations in a semester. The comprehension of students is also measured by asking spontaneous questions during the lecture.

File Description	Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 62.5

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 125

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 200

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 2.15

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	2.15

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.27

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 3

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 11

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The institution has created an ecosystem for innovation including incubation centre and other initiatives for creation and transfer of knowledge. The faculty members are empowered to take up research activities utilizing the existing facilities. The college has a Research Committee (RC) to monitor and address the issues of research by senior Professors - Dr. Shanti Modhvadia, Dr. Manhar Goswami, Dr. Ketki Pandya, Dr. Usha Makvana and all HODs. The RC apart from motivating teachers to undertake research projects from various agencies has the following functions:

1. To Identify and assist in seeking fund from agencies like UGC etc.
2. To suggest/guide faculty in publication of papers/articles in recognized/reputed journals.
3. To encourage teachers to meaningfully increase their number of research publications.
4. To organize seminars, conferences and workshops.
5. To motivate teachers to apply for Ph.D. guideship.

Impact of Recommendations:

- (a) The number of Faculty members and students took initiation to actively participate in Seminars/workshops organised by the college.
- (b) There has been a substantial increase in the publication rate by the faculty members.
- (c) Some of the teachers have also made efforts towards acquiring membership of professional societies/organizations.

In the academic year 2017-18, the Institution volunteered to organize an International Seminar on "Henry David Thoreau and Indian Thought" in the College itself, as a part of the world-wide bi-centenary celebrations of the advent of Henry David Thoreau. Over 410 teachers and students participated in this academic event. And quite significantly, the Henry David Thoreau Society Bulletin (USA) took special note of this event organized in the birth-place of Mahatma Gandhi.

In the academic year 2018-19, the Research Committee took initiatives to organize workshops on Poetry Composition, Short-Story writing, Research-Paper writing for the creation and transfer of knowledge. In addition, a Seminar was organized on "Folk-literature of Porbandar District" wherein over 50 students actively participated making optimum utilization of the Library and e-resources available in the Audio-visual centre. Furthermore, the students of Computer-Science have prepared a number of ppts. keeping the syllabi of Computer-science in mind.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years**Response:** 7

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	1	1	1

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards**3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research****Response:** Yes

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

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response:** No

File Description	Document
e- copies of the letters of awards	View Document

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 0.93

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	17	18	7

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.73

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	1	1	1

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

To impart and sensitize students to social issues and to move social responsibility from theoretical foundation to practical implementation, we have NSS, YRC & a society named **Samudayik Seva Dhara - Community Services Society (SSD)**, which consists of 02 faculty members and 5 Class representatives. This committee acts as a facilitator to organize programmes in the village to create awareness among the different villages nearby Bokhira and Kuchchadi (Porbandar). The College also gives proper understanding

and conceptual clarity through counseling sessions on Anti-ragging every year. Thus, through an organized & strong mentoring process many social activities as Career Counselling, Health Awareness, Blood-Donation Camps etc. are arranged.

NSS Special camp:

The Institution has adopted a village named as *Kolikhada* and the government elementary school situated in the Village. The adopted school is provided assistance in the form of notebooks, pen and pencils.

NSS Regular-Activity: Apart from the regular activities of Cleaning, Tree-plantation, Water-conservation, Voter-awareness, Cancer-awareness, Save-sparrow, Save-Girl child campaign etc, an activity which stood out in the year 2016-17, was **Open Defecation Free (ODF) campaign** that brought together as many as 38 students representing more than 10 villages of Porbandar district.

Various Study-Circle and Saptadhara Activities:

To sensitize students to social issues through subject-based group orientation, students are provided a platform to stage performances by way of Skits, One-Act plays, Mimicry, Music, dance, Essay-writing and Quiz Competitions.

Indian Red Cross Society: The college collaborated with IRCS to conduct Thalassemia awareness & tests, Blood-donation & grouping with the larger objective of sensitising students to health & hygiene.

RRC (Red Ribbon Club):

The NSS Units collaborate with the RRC to instill a sense of fellow-feeling among all the students and understand the importance of leading a healthy life and thereby encouraging Blood-donation and philanthropic activities.

Tree Plantation and Green Gurukul:

The students are encouraged to plant trees and thereby improve the green ambience of the college. This year with support from Saurashtra Cement a beautiful garden was prepared to add to the ambience of the College.

Yoga Camp:

Every year the Institute celebrates Yoga Day. The practice helps the students in retaining their composure which in turn assist them in performing better in their studies and examinations.

Relief work:

The NSS Units also encourage the students to provide relief by way of food-packet distribution during times of incessant rains in the slum areas.

Cleanliness Drive:

In keeping with the National mission *Swachh Bharat Shresth Bharat*, the institute conducts Cleanliness

drives periodically round the year.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 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 last five years

Response: 38

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	7	8	7	7

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 82.06

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
500	500	500	500	500

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 4

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 6

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
6	0	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The institution has always worked towards enhancing the infrastructural facilities for effective teaching and learning. The institution is well-equipped with the following:

1. Assembly Hall (Prayer Hall),
2. 14 Class-rooms
3. 01 well furnished staff room
4. 02 Administrative Offices with Network connectivity
5. 02 Computer laboratories (AC) with Network connectivity
6. 01 Digital Education and Learning Laboratory (DELL),
7. Drinking water facilities
8. 01 AV Conference Hall with Internet Connectivity
9. Library with Book-Bank Facility (with Internet connectivity)
10. 01 Hostel
11. Health Centre (Hostel)
12. Playground
13. Parking Area
14. Canteen
15. UPS
16. Garden (Efforts are on to develop a kitchen garden behind the Home-Science Laboratory)
17. Water Storage Tank
- 18 05 Washrooms

19. Art Gallery

20 05 Storerooms

21. NSS room

22. Sports Equipment room

23. Indoor Games Hall (Assembly Hall)

24. Food & Nutrition Laboratory

25. Clothing & Textile Laboratory

26. Yagna Kund

The management, periodically discusses with Principal about the required infrastructural facilities and also provides the required infrastructural facilities for effective teaching and learning within a stipulated time period.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The institution has adequate facilities for sports and games (indoor, outdoor), Yoga and cultural Activities:

(i) Sports & Games: A spacious play ground with indoor and outdoor games facilities is available. Within an area of 2 acres Cricket, badminton, basketball, volleyball, Kho-Kho and kabadi court, running tracks are provided. As regards Indoor games, Chess, Carrom-boards, Chinese-checkers, Table-Tennis are available. The *Yoga-Vyayam-Khel-kood dhara* organizes every fortnight various sports & games activities throughout the year. We have 02 coordinators Dr. Usha Makvana & Prof. Shobhana Vala who assist in conducting Sports week every year.

(ii) Yoga: The Institution has been celebrating the International Yoga Day since the last many years. Proper training by experts is also provided for a week during the International Yoga Day. In addition, practice of Yoga & Meditation is a regular practice for students of the Gurukul College hostel since the last many years.

(iii) Cultural Activities: The *Geet-Sangeet Dhara*, *Natya-dhara* & *Nritya dhara* conduct cultural activities on Talent Morning Day, Gurupoornima, 15th August, 05th Sept., 02 Oct., 26th Jan. periodically. In addition, the institution has adequate facilities like dance costumes, make-up, ornaments and all other requirements for folk dance, Bharat-Natyam etc. For all academic activities, NSS, Alumini meet, cultural events, career counselling etc. the Assembly Hall with a 700 seating capacity and an Audio-Visual Conference room with 150 seating capacity are available.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response: 25

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 04

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 0

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document
Any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

Library is situated in a separate block within an area of 1500 sq.ft. It has a seating capacity of around 90 students. A special place has been allotted in the library for keeping the belongings of students before they enter the reading section. Library has provision of tables and chairs for reading with good ventilation for the students. Library has been established with Computerized Accessing facility to access the books easily in the cupboards. Every year the library advisory committee works towards strengthening its activities. This committee recommends the department-wise budget for purchase of books, periodicals and also conducts annual stock verification. The Library also contains book bank scheme. The library is in the process of being fully automated and digitalized. The library has also different sections such as Newspaper and journals and magazines. To motivate the students for utilizing the library collection, Questions-papers, Press-notes of the previous years and e-books are made available in the library.

Name of the software-Library Management Software

Nature of Automation-Partially Automated.

In addition, users are motivated through Book-exhibitions and Quiz competitions round the year. And the Institution felicitates the students with Best Library Utilizer Award. As such, all transactions in the Library as Issue/Return etc. is managed through the LMS. The Library also stacks encyclopedic collections on Mahatma Gandhi & Swami Vivekananda.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The library has a total number of 58730 reference and Book-Bank books, 03 Journals, 27 Magazines, 06 Newspapers, e-book collection, competitive examinations materials, women's magazines for the enrichment of the students and teachers. The library conducts book exhibitions. The Best Library Usage Award is given to the Best Library Users among students every year.

A library committee comprising of 02 faculty members- Dr. Shanti Modhvadiya & Dr. Sharmistha Patel along with the Librarian Chhaya Kidiya and 05 students has been constituted to manage the day-to-day requirements of the Library. In the last few years the Library has initiated Library membership drives, book-exhibitions, book-classification & management and computerization for easy access. The teachers too encourage the students to learn how to use the library reference books for preparing their notes & assignments. In fact, many of the teachers have been guiding students for preparing their research/theme papers for participation & presentation in seminars. Some of the teachers have been dedicating their efforts to counsel students in choosing headlines and translating them as a part of their assignment and news reading in the Morning Assembly.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years

(INR in Lakhs)**Response:** 0.67

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.35	1.38	0.20	0.24	0.19

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** No**4.2.6 Percentage per day usage of library by teachers and students****Response:** 10.74

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 64

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi**Response:**

- The institution has made provision of internet facility and Wi-Fi connectivity inside the campus.
- The institution has adopted ICT enabled teaching learning process through LCD.
- The Institution has a Digital Education and learning laboratory with net facility (DELL). It has been established for the benefit of students to develop fluency and accuracy in their communication Skills.
- The institution has two well equipped Computer laboratories for the needs of students and faculty members.

- The Administrative office and library are provided with internet connections
- Acharya software has been installed in the college office for Student Management & Accounting automation.
- Computer laboratory provides other facilities like Typing, Printing and CD/DVD writing.
- Library is equipped with Library Management Software (LMS) and internet facility.
- Teachers are provided with a computer system for accessing e-books/e-journals in the Staff common room.
- Teachers also utilize their personal mobiles to download and display youtube lectures in small classrooms.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 5.56

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 20-35 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 3.06

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.69	2.07	1.81	1.53	1.83

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document
Any additional information	View Document

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.

Response:

Yes, there are established systems and procedures for maintaining and utilizing physical, academic and support facilities. The following are some of the methodologies/systems adopted:

- Every department (Computer, Library, Sports, Environment) has a well defined Policy.
- The Computer Programmer maintains all the computer equipments and other computer-related accessories.
- Daily Cleaning is done by Grade IV staff.
- Provision of dustbins is made at approachable places.
- Accumulation of all disposable material is made in the pit near the boundary wall of the College for making of compost.

- All class rooms, lobbies and college premises and the infrastructural materials are maintained by the non teaching/Grade IV staff.
- The ashram electrician maintains all the electrical instruments and does all other electrical works.
- Sweepers regularly clean the washrooms on a daily basis.
- Stock verification is done once in a year.
- The arrangement of UPS protects computers.
- One bore well is available in the college premises for constant and regular water supply.
- The Overhead water tank in the Gurukul ashram has been established to supply purified drinking water.
- The college library consists of over 58000 books, 03 Journals, 27 magazines and 125 e-books.
- Library is maintained by Librarian and Peons.
- Play-ground is maintained by the Gardener/Maintenance Officer/Sports teacher.
- All HoDs, faculty members maintain their academic records on a daily basis.
- Principal supervises all academic and co-curricular activities of the institution.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 52.48

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
352	347	362	286	258

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0.07

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	0	0	0

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 34.15

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
225	142	321	182	179

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 24.35

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
584	4	71	34	28

File Description	Document
Details of the students benefited by VET	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

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

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 1.25

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	5	2

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 29.13

5.2.2.1 Number of outgoing students progressing to higher education

Response: 60

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0.15

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	1

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
206	176	200	155	135

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The office bearers of the Gurukul Mahila College students' council for students are selected unanimously by HoDs and the teaching staff every year. The college students' council consists of

1. President - TY
2. Secretary - TY
3. Treasurer - TY
4. Vice President - TY
5. Joint secretary - TY
6. Assistant secretary - SY
7. 02 Secretaries for various extracurricular activities.

(Saptdhara)

- The office bearers gather grievances and requirements from students and they represent to Principal to solve the problems and redress the grievance of students.
- GMC students' council organizes various programmes inside the campus as Teachers' Day, Saree day, Induction Programme, Annual-Day Programme, National days as 15th August, 26th Jan. 2nd October, and State/District festivals.
- Morning Assembly committee and class representatives are unanimously selected.
- Students represent in various academic and administrative committees of the college as 1. Study Circles (Subject-wise) 2. SCOPE 3. Sports & Games committee 4. Home-Science Eco Club 5. Career Counselling & Development cell 6. NSS 7. All Seven Societies (*Saptadharas*) 8. College magazine *Arya Patrika* committee 9. IQAC 10. Quiz club 11. *Gandhi Pariksha* Committee etc.
- NSS student members also actively participate in Clean and green committee, Waste management, rally and awareness programme.
- All Class-representatives are a part of the Students' Council.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 7.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
08	07	07	08	07

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document
Any additional information	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The Institution has established an Alumni association since the year 2007. Alumni association meetings with parents and staff are annually conducted in the college. Eminent persons holding high positions and talented alumni are invited to college to motivate students and provide counseling for achieving career opportunities. The Alumni discusses with stake holders on various academic matters and obtains feedback. On the basis of feedback obtained from alumni, the college modifies and updates all other programmes. Many among the Alumni come forward to conduct campus interviews for Banks, IT companies and other organizations for providing job opportunities.

In addition, sincere efforts are being made by the Alumna committee to get the association registered with the charity commissioner. As such the Institution has had a number of alumna who have been contributing through fostering, nurturing and maintaining family values, ethos and thereby making a better society not only in India but also abroad.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Any additional information	View Document
Report of the event	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

VISION: To uplift girls from their mofussil, almost illiterate background and train them smartly enough to meet the fast approaching challenges of global competence.

MISSION: To Train Girls for Vocational Skills; To promote academic as well as cultural environment; To provide ample opportunities for holistic development.

MISSION STATEMENT: : Time-tested traditions + Tide of Talent = Modern India

Objectives:

- To develop the inherent academic potential of the students
- To promote career opportunities for students
- To inculcate self reliance among students coming from the rural and weaker sections of the society.
- To promote the *Vedic* traditions in keeping with the cultural philosophy of the Arya Kanya Gurukul Trust.
- To create responsible citizens.
- To provide a blend of eastern and western value systems in the ambience of AKGT.

The Gurukul Mahila Arts & Commerce College has completed 52 years with success in higher education by promoting rural women empowerment through quality education. The institution has been encouraging the enrollment of the first generation women learners from the nearby rural villages and under-privileged sections of the society. As such, the institute has well-equipped infrastructure facilities; 07 UG academic programmes; 03 UGC (NSQF) add-on courses 12 Short-term courses; a Career Counselling & Development centre; 07 *Saptdhara* (07 Societies) as Knowledge Society, Yoga-Sports & Games Society, Creative-writing Society, Fine Arts Society, Community Services Society, Dramatic Arts Society, Music Society and Dance Society that organize their activities every fortnight for promoting talent in various fields.

In addition,

- A number of extracurricular activities as Talent Morning, Celebration of 26th Jan. & 15th August, Celebration of Teachers' Day & Gandhi Jayanti, Annual Programme etc. are organized to provide a platform to the talent that the students are gifted with.
- An innovative teaching and learning process with ICT, computer aided LCD projector facilities are provided in the Conference room. The central library is partially computerized with over 58000 books, magazines and journals. Apart from spacious class rooms, 02 well equipped computer laboratories, a Digital education and learning laboratory (DELL) is also available. The College has a Morning Assembly Hall (*Prarthana* Mandir) that could easily accommodate around 700 students.

- The students are motivated to pursue the research activities through International/National/State-level conferences that are organized every year.
- IQAC has been established by the college for enhancement of quality in all areas of the institution.
- Various facilities as Canteen, Scholarship, Hostel facility etc. are provided for the students' welfare and progression. A proposal has also been placed before the management to establish a Canteen in the college premises.
- Remedial classes for slow learners are conducted for their academic improvement. Efforts are taken to minimize failures and drop outs.
- The College has instituted gold medals for the toppers of the college in the faculties of Arts, Home-Science and Commerce and they are felicitated by the Trustees every year during the College Annual Programme.

All the above constituent features assist in realizing the vision & mission of the college and thereby empowering rural women through quality education.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

- The Institution delegates authority and operational autonomy in all areas of academic performance, decision taking and implementation of academic plans and policies in curricular programmes.
- The Principal provides freedom to all the departments, librarian, and college Administrative office, 18 academic & curricular committees, and Class Representatives.
- The Principal permits the HoDs and staff members to perform independently in academic activities such as departmental study-circle activities, allotment of workload, conducting departmental Internal tests, teaching methodology etc.
- The college provides autonomy to organize competitions, guest lectures, seminars, conferences, workshops and faculty development programmes by inviting external experts and also through Skype sessions.
- The HoDs of the departments execute the academic programmes in coordination with the faculty members and student class representatives.

The college promotes participative management. The participative management consists of Class representatives, the Principal, HoDs of departments, teaching and Administrative staff members.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Yes, the institution has a formally stated quality policy. The mission-statement reflects the vision of the college. The college continuously strives hard for ensuring quality improvement and upliftment of women students through education. The objectives of the College are driven by felicitating Govt.-scholarship to the students, introducing short-term supplementary Add-on courses, introducing innovative teaching and learning resources through ICT and departmental evaluation. Internal committees conduct regular audit of academic activities for quality assurance. The academic programmes, co-curricular activities, sports & games activities, NSS, *Saptadhara* etc., contribute to enhancing the quality in all academic and administrative activities. The institution continuously reviews the academic performance of the students in the semester-end exam results and accordingly award gold-medals to the College toppers in every faculty every year. The responsibility of developing and monitoring of quality assurance is entrusted to the Internal Quality Assurance Cell (IQAC) of the college which maintains quality sustenance in the academic, administrative and other activities. The college has also a perspective plan for development. However, one activity stands out i.e., the study-circle and *saptadhara* activity that is carried out every fortnight. An Academic calendar is chalked out before the previous term comes to a close and then when the new term commences the teaching staff ensures that every activity as stated in the calendar (department-wise) is executed with utmost sincerity. Among others, the study circle activities academically supplement the curriculum framed by the University while the *Saptadhara* lays specific focus on developing the Skills of Creativity & Innovation, Sports & Games, Theatre, Music & Dance, Community-service and Fine-Arts. Finally during the Institute's Annual Programme the students who have participated outstandingly are felicitated with Awards/Shields by the Trustees. This integrated activity helps the students in manifesting their latent talents and thereby developing their total personality.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

(i) Governing body: The Governing body of the Arya Kanya Vidyalaya Trust comprises of as many as eight members. Shri Dhirendrabhai Mehta (Chairman), Shri Mahendrabhai Mehta, Shri Jaybhai Mehta, Smt. Juhi Mehta, Shri Hemnabh Khatao, Shri Kamalakshi Mehta, Smt. Uma Mehta & Shri Radha Mehta.

The Governing Body arranges fortnightly/Monthly meetings with the Principal of the College to prepare perspective/strategic plan and the methodology of deployment in the coming years. Shri Sureshbahi Kothari is the Honorary Secretary of the Trust.

(ii) Administrative setup: The Institution has as many as three management-appointed employees who take care of the administrative requirements as preparation of Pay-bill, day-to-day accounts and student management etc. while three Class IV management-appointed employees take care of the cleaning and maintenance of the Institution.

(iii) Functions of various bodies: The Institution has constituted as many as 18 committees that take care of various academic, curricular and co-curricular activities.

(iv) Service rules, procedures, recruitment: The Institution as an affiliated college of Bhakt Kavi Narsinh Mehta University is bound by the rules and regulations of the University Grants Commission, New Delhi and the Government of Gujarat. All recruitment procedures, appointment and promotions are strictly complied with established UGC rules and regulations.

(v) Grievance redressal mechanism: The Institution has constituted a Grievance Redressal Cell comprising of Senior faculty-members to address all forms of complaints. For those who are not comfortable to speak in person, a Grievance Redressal Box has been placed near the Assembly Hall and every fortnight the cell meets to address issues and queries that are placed in the box.

The Teaching & Administrative staff prepares an Academic Calendar for all academic and administrative activities in coordination with the Principal for the whole academic year. The IQAC (Internal Quality Assurance Cell) monitors all the development activities of the college, the new academic (Short-term) courses and *Saptadhara* programmes, the Faculty & Student development programmes etc. The teaching staff is primarily responsible for academic matters, executing courses on time and conducting the Comprehensive Continuous Evaluation- Internal (CCE) as per University guidelines. The members of the Board of Studies (BoS) participate in meetings at the University level and give their suggestions and feedback. The IQAC with Principal as chairperson is responsible for quality enhancement and sustenance in all academic/administrative activities and therefore appropriate recommendations are made from time to time to cater to the needs of the students. The college has also established a Grievance Redressal Cell comprising of two senior staff members. The cell meets and interacts with students regularly. Students represent their personal, professional and academic grievances freely and frankly which are redressed immediately and effectively.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: C. Any 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The Arya Kanya Vidyalaya Trust meeting is convened every fortnight. Last year (2017-2018) appropriate resolutions were passed for the improvement and implementation of various academic performances. The following are some of the decisions that have been implemented:

- 1.The college IQAC activities have been successfully implemented since the last two years. A new B.Com. English medium was introduced in 2018.
- 2.Decision was taken to start NAAC preparations for re-accreditation and submit Self-Study Report so as to be ready for PTV by August/September 2019 to NAAC office, Bengaluru.
- 3.A decision was taken to introduce the dress code in keeping with Indian culture and values in the first term 2018.

4. Transport facility in collaboration with the Municipality authorities has been facilitated.
5. Steps have been taken to increase students' strength. (Publication of pamphlets; school to school and door to door canvassing etc.)
6. New Junior Clerk recruitment process is on. All particulars of candidates have been forwarded to the Commissionerate and the University.
7. Computerization of the Library is on. Library is equipped with internet facility.
8. College toppers in University Exams are honoured with gold medals and certificates.
9. Timely submissions of Audited accounts to the Trust.
10. Regular Principal Appointed by the Trust.
11. Inter-national level seminar on **Henry David Thoreau and Indian Thought** organized on 17th. Feb. 2018. (Proceedings of the seminar have been published in the form of a book on the same title by Creative Books, New Delhi).
12. Remedial classes are conducted every year, while as many as 12 Short-term Add-on/Skill-based courses have been offered under various Departments since 2017.
13. Sports & Games week celebrated every year.
14. Canteen and Stationary facility has been made available since the current year.
15. Interface meetings with stake holders (Alumni, Parents, Teachers) are arranged every year.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The Institution does not have any monetary welfare scheme for the teaching and administrative staff. However, due care is taken for the academic welfare of the staff through the following measures:

- Faculty development programmes are periodically conducted for the teaching staff and administrative upgradation measures are adopted for the administrative staff.
- Administrative tasking is computerized.
- The institution encourages the faculty to pursue the Ph.D programme and submit applications for recognition as Ph.D. guides. In addition, the teachers are encouraged to undertake the major and minor research projects by offering various facilities to the staff members as Library, organizing seminars, attending training programmes, making power-point presentations, preparation of e-content and giving online-lectures. The teachers are encouraged to publish research articles in journals and books.
- Senior teachers guide the visiting staff for taking the NET/SET examination.
- Provision of UGC grant helps to pursue research projects and publication of articles in journals and books.
- All leave facilities are as per government rules and regulations. Teaching staff is granted duty leave

for participating in workshops, seminars and conferences.

Teaching and Administrative Staff members are applauded and encouraged for their academic achievements in the Assembly. This year the Institution organized a Farewell Programme for superannuated teachers and teachers who had been transferred by the Government. Dr. Jayshree Barot (Department of Home-Science) and Dr. Manhar Goswami (Department of Hindi) respectively were given a standing ovation by the entire teaching, administrative staff and the students of the College on 13.03.2019. The Institution ensured that in the presence of their near and dear family members their contribution was acknowledged by one and all.

In addition, post-retirement the Government takes care of the welfare of the teachers through the pension scheme and other government benefits as Gratuity, Provident Fund and Leave Encashment.

The Arya Kanya Vidyalaya Trust gives the provision of Contributory Provident Fund (CPF) to a few of its employees as well.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**Response:** 0.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years**Response:** 31.09

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
12	3	1	2	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The performance in teaching and learning process of staff and evaluation is done as follows:

- Degree of sincerity in implementing the Academic Calendar.
- Confidential reports of Principal and HoDs.
- Quality of teaching learning process.
- AQAR report and IQAC participation in orientation and training programmes.
- Research and publications of articles in journals and books
- Participation in National and International seminars and conferences.
- Students' feedback on Teachers.

In the last few years, as per Government guidelines, many of the faculty members have been appraised by the IQAC and they have consequently been promoted to the higher scale. Dr. Nayan Tank, Dr. Shanti Modhvadiya, Dr. Manhar Goswami & Dr. Sharmistha Patel all have been assessed and recommended by the IQAC for higher scale to the Commissioner of Higher Education, Government of Gujarat, Gandhinagar.

In addition, after receiving the outcome of performance appraisal report of the staff by the Management, the self-appraisal reports are studied through a SWOT analysis. And appropriate recommendations are made to the concerned employees. Thus, adequate measures are taken to improve quality of teaching learning process.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The Arya Kanya Vidyalaya Trust management has appointed Ranapara & Co., Rajkot as Internal Auditor to audit the accounts of the Trust, Hostel and Gurukul Mahila Arts & Commerce College, Porbandar every year. Receipts and payment vouchers of daily transaction are checked by the Internal auditor who then audits income and expenditure statement under various heads. After the Audit is finalized, the Auditor submits the audited statement to the management. The Honorary secretary on behalf of the management discusses and approves the audited statement in the General body meeting of the Trust. The last audit was done in the year 2017- 2018. The accountant of the office checks the receipts and payments and records the receipts in the Cash Book ledger on a daily basis.

External Audit is carried out by the Office of the Commissioner of Higher Education, Government of Gujarat, Gandhinagar.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 25000

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
25000	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The major resources and institutional funding / receipts are:

1. Student's Admission fees, Nibhav Grant (Commissioner of Higher Education, Gandhinagar), Saptadhara & Udisha grants and UGC grants.
2. The institution is shortly to receive grants from UGC, New Delhi under NSQF to the tune of 1.5 crores for 03 value add on courses under Community College (CC), in the year 2018-19.
3. The institution has made efforts to secure additional funding for minor research projects from UGC. The UGC had granted a fund of Rs. 2.15 lakhs for three minor research projects in the year 2012-13.
4. The institution also organizes seminars, workshops and faculty /student development training programmes.
5. The Arya Kanya Vidyalaya Trust has spent over 10 lakhs under Plantation, Building renovation, Canteen and construction of washrooms.
6. The Institute also runs Short-term courses as Personality Development, Training in Sports & Games in the afternoon for the hostelites as well.

Efforts are also made to receive fund for building, extension of library, hostel and for the construction of auditorium for indoor games from UGC.

File Description	Document
Link for Additional Information	View Document

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:

1. IQAC meeting with various stake holders:

- The institution had formed Internal Quality Assurance Cell (IQAC) in the year 2007 as per guidelines of NAAC. The main aim and policy of IQAC are quality enhancement, quality encouragement and quality sustenance in all academic and administrative activities.
- IQAC takes care of academic aspects, such as curricular aspects, teaching learning process, evaluation, research, academic audit and extension of community activities.
- As many as 18 committees have been established to support IQAC activities and to maintain and enhance the quality assurance in the institution.
- As many as 236 parents & 79 Alumni visited the Institution during the Parents-Alumni meet in the year 2017-18.
- Every year the IQAC prepares Annual Quality Assurance Report (AQAR) and submits to the NAAC, Bengaluru.

2. Enhancement in Quality Assurance, Quality Encouragement and Quality Sustenance in all Academic Activities:

- Quality Assurance: Gurukul Mahila Arts & Commerce college seeks to assure its stakeholders that the Institution is a centre that provides round-clock guidance; enhanced security; hostel facility and a high-level of discipline and personal attention.
- Quality Encouragement: The dedicated faculty members of Gurukul Mahila Arts & Commerce college leave no stone unturned to encourage the students to actively participate in all the academic and cultural activities of the Institution. In addition, the Institution does not compromise on the quality of education or activity and has carved a niche for itself in the entire region for the kind of cultural programmes that have been staged in the last many decades.
- Quality Sustenance: Gurukul Mahila Arts & Commerce college has a very active Internal Quality Assurance Cell. As mentioned earlier, many of the faculties have to mandatorily submit their API (Annual Performance Index) every year and this forms the basis of their being promoted to higher position/scale. On the student front, feedback are collected both at the department and the institutional level and appropriate analysis is done to ensure that good suggestions are implemented in both letter and spirit. In addition, the Institution encourages the slow learners by way of remedial coaching classes and the advanced learners through enrolment in higher level short-term courses.

IQAC has made significant contribution to improve the facilities in the area of teaching performance & students progression through introduction of over 12 short-term courses; computerization of the library; introduction of Academic Calendar; appointment of I.T. administrator and Maintenance officer and

provision of internet facilities in the computer laboratory & library.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

A. Review of Teaching Learning Process by IQAC:

- 1.The IQAC meets the teaching staff and student class representatives periodically to discuss the need for adopting the modern and technical methods in teaching and learning processes.
- 2.Principal, HoDs, IQAC coordinator evolve strategies to enrich the required and updated curriculum based on the feedback obtained from students, PTA and Alumni interface meets every year.
- 3.Innovative teaching through audio visual aids has been introduced and adopted by many of the faculty members.
- 4.Different academic committees continuously review the teaching / learning process.
- 5.The Principal and HoDs get confidential report from class representatives and students on the quality of teaching by the teaching staff.
- 6.Review of the Academic & Administrative Audit (AAA) by IQAC.

B. Structures & Methodologies of operations:

- As an affiliated college of Bhakt Kavi Narsinh Mehta University, Junagadh, the Institution strictly abides by the guidelines of the University. The Curriculum, the syllabus, the examination (Internal & External) pattern, Conduct of examinations & Assessment - all are well structured by the University for the affiliated institute to comply with. In terms of methodology, the marking/grading system is also communicated to the students during the Orientation and Induction sessions at the start of the Academic year. As regards the CIE (Continuous Internal Examination) at the Institutional level information is disseminated through its Prospectus, website, Announcements in the Morning Assembly and Notice-Boards.

C. Learning outcomes:

- Gurukul Mahila Arts & Commerce College is a 52 year old institution (Estd. 1966). Since its inception the Institution has made a mark for itself through addressing the larger mission of Women-empowerment. In fact the task of women upliftment through Education had started much earlier in 1937, when the foundation stone of Arya Kanya Gurukul was laid by a harijan girl. Quintessentially, the learning outcomes of the Institution incorporates and instils among others a high level of confidence, greater employability, social upliftment, skill development and most importantly a value-based outlook towards life and living.

All the above activities of IQAC in teaching learning process, structures & methodologies have had a remarkable impact in improving quality assurance in the Institution.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 3.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	3	3	3	3

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
- 2.Academic Administrative Audit (AAA) and initiation of follow up action
- 3.Participation in NIRF
- 4.ISO Certification
- 5.NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)

Response:

The following Post-accreditation initiatives have been taken in the last five years:

- The institution was accredited with B+ Grade by the NAAC in 2007. Ans since then the college has been striving hard to sustain and enhance the quality in all spheres.
- The college offers 07 UG programmes and 12 short-term courses. The total strength of the students pursuing their degrees in the college is 539 and the total number of permanent and visiting faculty members are 22.
- 08 Ph.D holders; 02 NET qualified teachers; 11 regular staff members; 11 visiting staff, 06 Tutors and 07 Administrative members are a part of Team Gurukul.
- As many as 03 Skill based courses are taught to the students.
- Choice based credit system has been adopted by the college since 2010 as per the norms of Saurashtra University & Bhakt Kavi Narsinh Mehta University to bring reforms in higher education.
- The IQAC is the central unit for the proper functioning of the institution. The IQAC functions actively to enhance and sustain the quality in all the spheres. It conducts regular meeting with all stake holders. So far over 15 meetings have been conducted with staff, students, Admin staff, PTA and Alumni.
- The IQAC organized an International Seminar on *Henry David Thoreau and Indian Thought* on 17th September 2018. Over 410 participants attended and made presentations during the seminar. More than Rs. 5 lakhs were spent for the event. The proceedings of the seminar have been published in the form of a book by Creative Books, New Delhi. The institution has also conducted 04 workshops altogether in the last two years.
- Project-based learning is practiced in the departments of Computer Science, Home-Science and Gujarati, where the students explore real world social problems and challenges. It also inspires students to obtain a deeper knowledge of the subject they are studying.
- The teaching learning process has been enhanced by giving assignments, class seminars, interactions and group discussions among the students. Multimedia learning and usage of Audio Visual Aids are also utilized for teaching/learning process.
- The Digital Education learning laboratory has been revived with 25 computers in the year 2017. English proficiency classes and SCOPE are conducted for developing the communication skills of the students. So far over 300+ students have benefitted through DELL.
- All Staff members have actively participate in the Faculty Development Programme organized every year.

- 03 research guides are available in all the departments for M.Phil and Ph.D scholars. 01 M.Phil scholars and 05 Ph.D scholars have been awarded under their guidance in the last five years.
- The college honours the toppers of the college in the university examination by presenting gold medals and certificates.
- The institution provides various facilities like duty leave for faculty members to pursue research activities.
- 50 publications in national and international journals, by faculty members and 08 books have been published.
- The college has 2 unique NSS units which comprises 200 volunteer students to develop their personality and social responsibility through community service. They also engage in village adoption and school adoption schemes and they conduct various awareness programmes, rallies, health camps and also provide financial help to the poor school students.
- So far more than 30 events have been conducted by NSS and over 2 lacs has been spent for extension activities in the past five years.
- Best NSS Volunteer Award is given to the NSS units of the institution.
- The college also promotes the development of cultural activities of the students and the college has incurred an expenditure of over 2 lacs for the organization of cultural events in the last five years..
- The institution has provided well furnished infrastructure facilities with 14 class rooms, 02 well equipped computer science laboratories. More than 105 computers are installed in computer labs and other labs with latest configuration.
- The college has felicitated government scholarship of Rs.113370 and fees concession for 333 economically poor, underprivileged, disabled and merit students in the previous year.
- 12 different short-term certificate courses have been designed and conducted by all departments apart from the regular curriculum to supplement the existing curricular programmes. Over 700 students have been admitted in these certificate courses.
- Mentors are motivated to earn while they are continuing their education and acquire earning and learning experience under the scheme “Earn While You Learn”.
- The CCDC cell of the college guides the students on career opportunities. The cell provides coaching and training every fortnight to the students by inviting external experts and resource persons from various companies, institutions and government organizations. In the past five years 08 training and coaching programmes have been conducted. So far over 800 students have been the beneficiaries of these training programmes.
- The grievance redressal cell of the college attempts to address genuine grievances and complaints of students and express their academic, infrastructural grievances and interact with students every week. So far 08 grievances from various departments have been redressed by the grievance redressal cell.
- Online and written Feedback system has been implemented in the college to help the students to express their ideas, suggestions and grievances. The suggestions obtained from feedback of the students are considered and implemented for the satisfaction of the students.
- To ensure better interaction between parents and teachers, the PTA of college conducts annual meetings with the staff and students.
- The institution strives hard to teach and sustain communal harmony, moral, ethical values, patriotism and social responsibility.
- As a part of value-education every morning, an assembly that comprises of prayer with news and quiz is conducted.
- Principal is given autonomy in all academic performances and administrative activities.
- Clean and green, garden plantation is properly maintained.

File Description	Document
Any additional information	View Document

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 12

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	4	2	3

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

The Institution has been showing gender sensitivity in providing the following facilities:

(i) Safety and Security: The Institution has been showing gender sensitivity since its very inception. Due care is taken to ensure that 24/7 the issue of safety and security is not compromised at any front. The Trust has appointed as many 08 security guards in the entire campus and one security guard is specifically stationed at the very entrance of the College. In addition, the Institution has fixed as many as 36 Close Circuit Television Cameras (CCTV) fully equipped with night vision and recording facility round the clock. As such, the Institution being a purely Women's college does not permit or encourage male persons to visit the college without prior appointment or permission. The Institution has also installed the Sanitary Napkin disposal machine for the safety & hygiene of the students. In addition every year the Institution arranges the self-defence training programme (suraksha-setu) wherein for a period of fifteen days to a month Karate Training is provided. Furthermore, the students are guided to take adequate measures for their primary and immediate safety and protection through Disaster Management Training, Snake shows

etc.

(ii) Counselling: The Institution has a bifocal approach so far as counselling is concerned. At the Institutional level Class-representatives/Mentors are groomed/guided through Student Development Programmes and they form an important component of the College-task force. And at the Departmental level every faculty member take special care of each and every student to address their personal/institutional/psychological issues (in any). Here too, the Career Counselling and Development Centre (CCDC) plays a significant role in mentoring and shaping the career needs and requirements of the students of Arts & Commerce. Every year professionals and experts are invited to conduct workshops/seminars and motivate the students to go in for higher studies. Furthermore remedial coaching is provided to the slow learners by all the faculty members.

(iii) Common Room: The Institution displays gender sensitivity for teachers by way of providing Common room with separate washroom facility for men & women. For the students a separate common room is available in the Assembly Hall.

As such, the institution puts in sincere efforts to empower students on moral and ethical values. The Prayer committee interacts with students on various gender related issues so as to develop the sensitization of students and solve the social issues. Organization of talks on Anti-Ragging also sensitizes the staff and students. By conducting various awareness programmes like SDPs (Student Development Programmes) Environmental studies, Value Education Workshops and Women Empowerment training, staff and students are sensitized towards the issue of gender and socially relevant problems. A variety of programmes as Blood-Donation camps, Health & Hygiene Awareness etc. are organized in collaboration with various clubs such as Rotary club, Red Ribbon club, Red Cross Society, The Prakruti, the youth Society, Ramakrishna Mission and NSS to make students understand their strengths and weaknesses. The college is a girls' college and so far no sexual harassment has been reported by any student. Staff members too offer suggestions to solve the psychological and social problems. Students are encouraged to learn self defence methods and promote social awareness and women safety by organizing awareness programmes on the subject of harassment.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 39290

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Link for Additional Information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 1.3

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 511

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 39290

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

The Institute has a very methodical and systematic setup to manage waste:

(i) Solid Waste Management: Solid waste is terms of waste material, fallen-leaves, pieces of paper etc. are collected in easily accessible dust-bins. The Grade IV employees then using a Trolley then dump the waste into the compost bed.

(ii) Liquid Waste Management: Liquid-waste in terms of dirty water from the washrooms has let outs into the drainage. While the liquid waste of the Department of Home-Science has a separate dust-bin which is then carried to the compost pit.

(iii) E-waste management: No E-waste has been generated till date, however the Institution has entered into an Annual Maintenance Contract with a local agency for the maintenance and upgradation of all the computer systems/printers/UPS in the College campus.

Furthermore:

- 'Say **No** to Plastics' - awareness programmes are conducted.
- The Photocopier UPS and batteries are periodically maintained by the service providers.
- Waste management department with an office- staff coordinator and class representatives take care of maintaining cleanliness.
- Efforts are being made for Rain water harvesting.
- As many as 03 employees have been appointed for maintaining cleanliness in the entire college campus. Ever-day all the Classrooms, Computer & Home-Science and language laboratories along with the Office, Assembly hall, Common room are properly dusted, swept and the lobbies are mopped. In addition, every saturday the cob-webs are removed and the covered water tanks are periodically cleaned every alternate month.
- The Institution under the aegis of National Service Scheme (NSS) and Samudayik Seva Dhara (Community-service society) conducts Shram-dan programmes on National days as 15th August, 26th Jan. & 2nd October along with Cleanliness drives arranged as per the NSS calendar.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

- Efforts are being made for Rain water harvesting to reduce the usage of well and water from tanks.
- Staff and students are instructed not to waste water unnecessarily.
- Students are periodically told in the Morning Assembly about the importance of water harvesting.
- Efforts are being made to channelize rain water from the terrace of the college building to the underground storage tank in the College campus..
- Efforts are also being made by the management to facilitate ground water recharge.

7.1.7 Green Practices

- **Students, staff using**
 - Bicycles**
 - Public Transport**
 - Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The following Green-practices are adopted by the Institution:

(i) Bicycles: Cycling as a means of transportation is virtually cost-free, non-polluting and environment friendly. The Institution seeks to encourage cycling among students and faculty members to improve the overall health and well-being of the campus community. In fact, the Principal Dr. Anupam R. Nagar, many of the Grade IV employees/workers and students from the city area commute to the College using bicycles everyday.

(ii) Public Transport: The Institution encourages the use of Public Transport. In fact the institution had requested the Municipality authorities to set the bus timings as per college time-table and they had complied accordingly for a few months. However, on account of some local issues, the city-bus services were discontinued. Accordingly, the Institution has written to the Chief Municipality Officer, Porbandar requesting him to reinstate the bus services so that the BPL students coming from the far-flung and remote areas of Porbandar are benefited. In addition, the institution also teaches the students to practice transportation etiquette as remaining polite and courteous; not blocking the flow of traffic; offering seats to the elderly or injured person etc.

(iii) Pedestrian Friendly Roads: The approach road to Gurukul Mahila Arts & Commerce College is Pedestrian friendly. Many of the students from the nearby areas walk down to the college everyday. In fact, many young & elderly people utilize the Green-ambience of the Gurukul campus for their morning and evening walks everyday.

Futhermore,

- The institution also encourages students to utilize the pedestrian friendly surroundings of the college.
- The Institution aims to become a Plastic free campus to reduce plastic pollution on college campus with a special focus on the reduction and ultimately the elimination of plastic bottles, plastic straws and poly bags. An Eco. Club has been set up to promote & monitor such green practices.
- The Administrative section of the Institution also aims to become a Paperless office as it happens to be a much better and green option as compared to the use of paper, which would help in reducing carbon footprint and save time.
- The management has been on the front into making **Green Gurukul**. The college campus has over 100 plantations of Neem trees and the front quadrangle has been transformed into a beautiful garden.
- A Course in Environmental Studies and workshops on Environment & Nursing and Environmental & History are offered to the First year students since the year 2018.
- The college organizes various awareness programmes for the students in order to involve them in maintaining an eco-friendly environment. A few plants of medicinal value are also available. The Institution encourages students to display the aim in the campus “Go Green” “Think Green!”, “Create Green” and “Save Green”.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary

component during the last five years**Response:** 0.32

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.22	0.21	0.25	0.18	0.18

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above**B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 10

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	2

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 14

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	4	3	2	2

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 12

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	2	2	2

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The Institution has been making efforts in organizing national festivals as 15th August, 26th January, 05th September and 02nd October and Sardar Patel Jayanti (31th Oct.) on a regular basis. In fact, to actually feel the patriotic fervour and the uncountable sacrifices made by our national heroes, this year we had arranged as many as six events. The following are the particulars:

Sl. No.	Name of the Event	No of participants
1	<i>Shram dan karyakram</i> (College campus cleaning)	300
2	Havan	50
3	Blood-Donation Camp	20
4	Book-Exhibition (Gandhiji special)	50
5	Quiz on the life and times of M.K.Gandhi	03 Teams of 03 members each
6	Skit performance (Contemporizing Gandhiji)	10
7	Gandhi Vichar Manan Pariksha	52

During the the celebration of the national festivals, the Institution has made it a point to invite the retired employees of the Institution and host the national flag. The ceremony is followed up by a cultural performance in which students show-case their talents by performing on subjects of national importance.

In addition, the institute pays homage to the founding father of the Arya Kanya Vidyalaya Trust, Raj-Ratna Shreshthi Shri Nanjibhai Kalidas Mehta on 25th August every year. In fact the Trust has been commemorating the occasion by organizing a Lecture-series since the year 1971. Till date 48 lectures have been delivered by distinguished men of eminence from all parts of the country. The following are the particulars of the speakers:

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The Institution maintains a high degree of transparency in all its functions:

(i) Financial: The Accounts section of the Administrative office makes it a point to prepare day-to-day vouchers for all forms of monetary transactions and make the necessary entries in the Cash-book ledger. In fact, the process of fees collection is executed by our section officers in front of everybody in the classroom itself.

(ii) Academic: The Institution has developed the system of Mentoring senior students by way of Class-representatives who are potentially Advanced Learners and they act as a link between teachers and the classroom.

(iii) Administrative: The Institution through the Students' Council facilitates effective day-to-day management. All office tasks of the students are complied with without disturbing their regular periods.

(iv) Auxiliary: The Administrative offices maintain all personal and official files, receipts, vouchers in a very systematic and methodical fashion. All files are numbered and the Acharya Accounting software maintains a record of all student data, pay-roll and accounts.

In addition,

- The Management conducts fortnightly/months meetings with the Principal through Video-conferencing on all academic & administrative matters.
- Every year, the Principal with HoDs, librarian, administrative staff, discuss on a one-to-one basis regarding the fund required for various departments, laboratories and library.
- The Principal submits a proposed budget to the management for allocation of funds for various academic, co-curricular and auxiliary programmes.
- Every year the external Auditor verifies the income and expenditure incurred under the approved heads; the receipts and payment vouchers of daily transaction and the Cash-Book entries. The External Auditor finally submits the audited statement to the management.
- Education is an on-going process of all round integral development of a student and the teachers are the facilitators and inculcator of values and effecting **transformation**. The institution does not consider education as mere acquisition of degrees, but seeks to instill a sense of humanism, a deep concern for the well-being of others and the nation. The institution, therefore, adopts number of healthy practices as (i) nomination of Class-representatives to inculcate a sense of responsibility and commitment and (ii) Constitution of over 18 committees to ensure that there is total **participation** in all the spheres of education as visualized by the founding fathers of our illustrious nation.

File Description	Document
Any additional information	View Document

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Best Practice No. 01:

1. Title of the Practice:

Value Education through Study-circle Activity

2. Objectives of the Practice:

- To foster value based education.
- To prepare responsible and committed citizens.
- To encourage practical spirituality

3. The Context:

In an environment where human values and ethos are taking a backseat it is imperative that institutions of higher learning take the initiative and the responsibility of preparing citizens who understand that **value systems** alone in the long run would help them to traverse the trials and tribulations of life and living. Again, the founding father of our Institution Raj-Ratna Shreshthi Shri Nanjibhai Kalidas Mehta, a contemporary of Mahatma Gandhi and Swami Dayanand Saraswati had visualized the College as a centre where women of character and substance would be prepared for the nation. And therefore it is our prime institutional responsibility to ensure that students of this institute remain unfazed and unruffled by the changing winds of time. In addition, the Arya Kanya Gurukul Trust has all these eight decades maintained in its pristine form all the rites and rituals as Yagnam, Yagnopavit (Sacred-thread ceremony et.al) for all those who reside in the Hostel.

4. The Practice:

- 18 committees have been constituted for developing skill, knowledge and efficiency.
- Every fortnight our teachers through the *Study-circle* activities impart among others practical lessons of Value-based education through their respective subjects.
- These practices lead to inculcating a positive attitude; awareness about our glorious past; Indian heritage and history; national integration and developing a healthy relationship with our immediate environment.
- Consequently virtues of self-restraint, self-discipline, contentment, find ample space in their process of learning.
- Students as **Class-representatives** are encouraged to take up responsibility, which in turn creates a strong learning environment that enhances academic and curricular attainment and eventually

develops a student's social, cultural and interpersonal human values in keeping with Indian ethos and value-systems.

- The avenues for developing and fostering Value-based practices include among others (a) Morning Prayer (b) Yagna (Havan) (c) Veda Mantra recitation and (d) Yoga & Meditation.

5. Evidence of Success:

- The alumni often appreciate during interface meets how they miss Gurukul and its spiritual ambience.
- Parents too during PTA express their pride as their wards have been former students of Gurukul and that they have been successful in life solely on account of the value education imparted by the institution.
- Faculty members organize counseling sessions on **value education** periodically.

6. Problems Encountered and Resources Required:

- Observations made by the eminent personalities visiting the college.

Best Practice No. 02:

1. Title of the Practice: *Saptdhara* (Co-curricular & Sports Activity through Seven Societies for Integral Education)

2. Objectives of the Practice:

- To bring out the latent talent/Skill of the students.
- To develop skills pertaining to music (Sangeet dhara), dance (Nritya dhara), theatre (Natya dhara), service (Samudayak seva dhara), knowledge (Gyana dhara), Creative writing (Sarjanatmak abhivyakti dhara), Yoga (Khel-kood yog vyayam dhara), Fine Arts (Ranag-kala-kaushalya dhara) .
- To create greater market value of the students of GMC.

3. The Context:

Integral/holistic development of the students is one of the objectives of education. And herein too students need to moulded and well-grounded in Indian value-systems keeping obviously the contemporary needs of the employment market in mind. And therefore, the Institution envisages a balanced growth that incorporates among others an appreciation of the Vedic practices and hand-in-hand, a knowledge of Information technology through need-based computer courses. Quintessentially, the Institution offers:

(i) The seven societies that conducts activities in keeping with Indian ethos and values (as stated in the Academic Calendar).

(ii) 12 Short-term/add-on courses to sharpen among others their computer and linguistic skills.

4. The Practice:

- Every society/dhara has a faculty coordinator and a faculty member to coordinate the activities every term.
- It is imperative for every student to be a part of at least one society/dhara in every term.
- The Coordinators of the society/dhara also invite external experts for training and coaching purposes.

5. Evidence of Success:

- The alumni often appreciate during interface meets how they miss Gurukul and its integral approach to education that helped them in becoming successful in their chosen areas of work.
- Parents too during PTA express their happiness as their wards have been former students of Gurukul and that they have been successful in life solely on account of the skill development courses imparted by the institution.

6. Problems Encountered and Resources Required:

- Some parents found it difficult to pay nominal fees of the courses and the teachers accordingly came to their aid and sponsored many of them.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

To substantiate the vision of the college - to promote rural women empowerment, the Institution adopts the following systems:

:

- The college facilitates government post-matric scholarship for reserved category of students so that they could pursue their higher education in the college.
- The college management gives much importance to the development of college education. The management inspires the Principal, all the HoDs, staff and students to realize the vision and mission of our founding father Shreshthi Shri Nanjibhai Kalidas Mehta.
- The Management discusses in the fortnightly/Monthly meetings the academic and administrative requirements of all the departments like infrastructure, library and extension.
- The college management implements all the decisions taken in the IQAC meetings with stake holders for the enhancement of quality assurance and sustenance in all areas of Academic

performance of the institution.

- The decisions with regard to the academic & curricular programmes in tune with vision and mission of the Institution taken by various committees are communicated effectively to all students, teaching and Administrative staff members of the college through the Academic Calendar.
- The Institution through its faculties provides great personal care and attention to every student coming from the far-flung sections of the society irrespective of caste, creed, colour, race, region or religion.

The vision, mission, objectives and programmes of the College are displayed on the notice board.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

In addition, the founding father of the Organization Raj-Ratna Shreshthi Shri Nanjibhai Kalidas Mehta had dreamt of establishing a University exclusively for Women way back in 1966. In fact, Shri Nanjibhai Kalidas Mehta's contribution to the domain of women's education stands unparalleled in this remote region of Saurashtra. Taking motivation from Tagore, Shri Nanjibhai had visualized having a *shantiniketan* in Porbandar - which he eventually succeeded not only in establishing but also carrying the spirit of *gurukul* to every nook and corner of the world. The organization then had the privilege of having students from abroad too. Then after Shri Nanjibhai Kalidas Mehta's demise, his learned daughter Dr. Savitaben Mehta, then took the Institution forward by her dedication to promoting Indian ethos and values through dance, music and theatre. Here too, Dr. Savitaben's contribution is remarkable for she through these performing arts not only attempted to foster Indian values and culture among the *brahmacharinis* but had also gone on to address the twin objectives of 'man-making' and 'character-building'. Hence, a University on the lines of Mahatma Gandhi and Swami Dayanand Saraswati's philosophy would be a fitting tribute to these national heroes.

Thus, all the above constituent features assist in realizing the vision & mission of the college and thereby empowering rural women through quality education.

Concluding Remarks :

The State has over 18 state Universities, 01 central university, 02 deemed university and 08 private universities. Of these the Performing Arts department is limited to just a few and none in the Saurashtra region of Gujarat. In fact, our Institution has been contributing since the last five decades to promoting Indian culture, values and civilization as a *way of life* keeping the performing arts of **theatre, dance and music** right at the core of its educational philosophy. That these performing arts need to be preserved & fostered is in itself sufficient justification for the establishment of a University more particularly because such an institution does not exist in this part of Gujarat. Secondly, the socio-cultural-economical contribution of our founding father Raj-Ratna Shreshthi Shri Nanjibhai Kalidas Mehta stands unequalled in terms of the quantum of financial contribution made for the construction of educational buildings and structures of national importance in and around Porbandar alone.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years</p> <p>1.1.3.1. Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>6</td><td>5</td><td>5</td><td>5</td><td>5</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>1</td><td>1</td><td>0</td><td>1</td><td>5</td></tr></table>	2017-18	2016-17	2015-16	2014-15	2013-14	6	5	5	5	5	2017-18	2016-17	2015-16	2014-15	2013-14	1	1	0	1	5
2017-18	2016-17	2015-16	2014-15	2013-14																	
6	5	5	5	5																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	1	0	1	5																	
1.4.2	<p>Feedback processes of the institution may be classified as follows:</p> <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website</p> <p>Answer After DVV Verification: B. Feedback collected, analysed and action has been taken</p> <p>Remark : Revised as per status of the claim.</p>																				
2.4.5	<p>Average percentage of full time teachers from other States against sanctioned posts during the last five years</p> <p>2.4.5.1. Number of full time teachers from other states year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>1</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> <p>Remark : Domicile or HSE or degree certificate not provided to substantiate the claim. Unable to identify the state to which the teacher belongs from the Ph. D certificate</p>	2017-18	2016-17	2015-16	2014-15	2013-14	1	0	0	0	0	2017-18	2016-17	2015-16	2014-15	2013-14	0	0	0	0	0
2017-18	2016-17	2015-16	2014-15	2013-14																	
1	0	0	0	0																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0	0	0	0	0																	
3.4.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years																				

3.4.2.1. Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0	3	1	1	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : None of the awards are relevant

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

4.1.4.1. Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
1002082	0	0	0	0

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

Remark : The supporting statement of account is not relevant for the budget allocation for infrastructure augmentation

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

4.2.4.1. Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
0.14894	1.36294	0.20790	0.24540	0.19666

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
1.35	1.38	0.20	0.24	0.19

Remark : Revised as per supporting document and clarification

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

4.4.1.1. Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2017-18	2016-17	2015-16	2014-15	2013-14
269676	207205	181874	153450	183733

Answer After DVV Verification :

2017-18	2016-17	2015-16	2014-15	2013-14
2.69	2.07	1.81	1.53	1.83

Remark : Converted to lakh

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

Answer before DVV Verification : C. Any 5 of the above

Answer After DVV Verification: D. Any 4 of the above

Remark : Revised as per document provided

6.2.3 Implementation of e-governance in areas of operation

1. Planning and Development
2. Administration

3. Finance and Accounts
4. Student Admission and Support
5. Examination

Answer before DVV Verification : A. All 5 of the above

Answer After DVV Verification: C. Any 3 of the above

7.1.1	<p>Number of gender equity promotion programs organized by the institution during the last five years</p> <p>7.1.1.1. Number of gender equity promotion programs organized by the institution year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>2</td><td>1</td><td>4</td><td>2</td><td>3</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>2</td><td>1</td><td>4</td><td>2</td><td>3</td></tr></table>	2017-18	2016-17	2015-16	2014-15	2013-14	2	1	4	2	3	2017-18	2016-17	2015-16	2014-15	2013-14	2	1	4	2	3
2017-18	2016-17	2015-16	2014-15	2013-14																	
2	1	4	2	3																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
2	1	4	2	3																	
7.1.8	<p>Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years</p> <p>7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>22000</td><td>21000</td><td>25000</td><td>18500</td><td>18500</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>0.22</td><td>0.21</td><td>0.25</td><td>0.18</td><td>0.18</td></tr></table> <p>Remark : Converted to lakh</p>	2017-18	2016-17	2015-16	2014-15	2013-14	22000	21000	25000	18500	18500	2017-18	2016-17	2015-16	2014-15	2013-14	0.22	0.21	0.25	0.18	0.18
2017-18	2016-17	2015-16	2014-15	2013-14																	
22000	21000	25000	18500	18500																	
2017-18	2016-17	2015-16	2014-15	2013-14																	
0.22	0.21	0.25	0.18	0.18																	
7.1.9	<p>Differently abled (Divyangjan) Friendliness Resources available in the institution:</p> <ol style="list-style-type: none">1. Physical facilities2. Provision for lift3. Ramp / Rails4. Braille Software/facilities5. Rest Rooms6. Scribes for examination7. Special skill development for differently abled students																				

	<p>8. Any other similar facility (Specify)</p> <p>Answer before DVV Verification : C. At least 4 of the above Answer After DVV Verification: D. At least 2 of the above</p>
7.1.13	<p>Display of core values in the institution and on its website</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: Yes</p>
7.1.15	<p>The institution offers a course on Human Values and professional ethics</p> <p>Answer before DVV Verification : Yes Answer After DVV Verification: No Remark : Insufficient document</p>

2.Extended Profile Deviations

ID	Extended Questions																				
1.3	<p>Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>6529277</td><td>5970755</td><td>7774084</td><td>6698492</td><td>5919432</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>65.29</td><td>59.70</td><td>77.74</td><td>66.98</td><td>59.19</td></tr></table>	2017-18	2016-17	2015-16	2014-15	2013-14	6529277	5970755	7774084	6698492	5919432	2017-18	2016-17	2015-16	2014-15	2013-14	65.29	59.70	77.74	66.98	59.19
2017-18	2016-17	2015-16	2014-15	2013-14																	
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