



INSTITUTIONAL ASSESSMENT AND ACCREDITATION **(Effective from July 2017)**

Accreditation - (Cycle - 2)

PEER TEAM REPORT ON **INSTITUTIONAL ACCREDITATION OF** **GURUKUL MAHILA ARTS AND COMMERCE COLLEGE**

Porbandar
Gujarat
360575

(Draft)

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA

Section I: GENERAL INFORMATION

1.Name & Address of the institution:	GURUKUL MAHILA ARTS AND COMMERCE COLLEGE Porbandar Gujarat 360575	
2.Year of Establishment	1966	
3.Current Academic Activities at the Institution(Numbers):		
Faculties/Schools:	2	
Departments/Centres:	7	
Programmes/Course offered:	7	
Permanent Faculty Members:	11	
Permanent Support Staff:	1	
Students:	539	
4.Three major features in the institutional Context (Asperceived by the Peer Team):	1. • The college provides quality education for rural women empowerment. 2. • The College believes in value based eco system. 3. • The College has good infrastructure facility.	
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	From : 04-07-2019 To : 05-07-2019	
6.Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	DR. NEHRU UMARANI	Pro-Vice Chancellor, SAVITRIBAI PHULE PUNE UNIVERSITY
Member Co-ordinator:	DR. K S PUSHPA	Professor, THE GANDHIGRAM RURAL INSTITUTE DEEMED TO BE UNIVERSITY GANDHIGRAM
Member:	DR. K MEHARMANI KEY	Former Principal, D. R. WOMENS COLLEGE
NAAC Co - ordinator:	DR. VINITA SAHU	

Section II:CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion(This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The institution ensures effective curriculum delivery through a well planned and documented process
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion 1

The college follows the curriculum of the affiliated university. To ensure the effective curriculum delivery, the regular courses are supplemented by need based short term add on courses. Academic Calendar is prepared well in advance. Teachers prepare lesson plans and also offer a model answer bank by way of e - content to all Students. Teachers are encouraged to use I.C.T aids and innovative teaching techniques apart from traditional teaching methods. Seminars & Educational visits are organized. Guest lectures are arranged for career guidance. The cross cutting issues like Gender, Environment and sustainability, Human values and professional Ethics are integrated in curriculum. The college believes in healthy environment for all students. The college has included society for creation of opportunity through proficiency in English and Environmental studies for first year Arts and Commerce students. Various committees like Grievance Redressal Cell, Anti Ragging Committee take care of student issues. The college conducts various awareness programmes through NSS & Samudayik Sevadhara to instill human values. The Eco Club ensures that plantations on the campus are well maintained. To pay homage to the 48 pulwama Martyrs the college has taken a unique activity under the category 'Green Tribute' and planted 48 saplings in the campus which is most appreciable.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QIM	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3 QIM	Mechanism to deal with examination related grievances is transparent, time-bound and efficient
2.5.4 QIM	The institution adheres to the academic calendar for the conduct of CIE
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	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
2.6.2 QIM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

The Institution assesses the learning levels of the students basing on the HSC results and through induction programmes. The Teaching learning methods adopted by the faculty members include lecture method, interactive method, project based learning, computer assisted learning , experiential learning. The teaching learning activities are made effective through illustration and audio visual lectures. The teachers have prepared model answer banks along with recorded lectures on specific topics and made available for easy access on the college you tube channel which is a good practice. ICT enabled teaching is followed. The college is conducting summer camps to inculcate valuable job skills among the students. The college is offering 10 summer courses during vacations. Workshops are arranged on skill development, communicative English, personality development, Indian culture. Advanced learners are encouraged to enroll in MOOC courses. Online submission of assignments is adopted in the department of English and Computer Science. Learning has been made student centric through various methods. Teaching Learning activities are made effective through illustration and audio visual lessons. Learning is made interactive through group discussion, role play, quiz, educational games and discussion on current affairs. Student seminars are organized on topics related to their curriculum to enrich their experience. Audio Visual teaching, online assignments, project work, Film shows are some of the learning processes of the institution. Students are encouraged to see educational channels on TV. Students are encouraged to submit their assignments through e mail which is an innovative teaching method of the institution. As per the University guidelines the institution adopts comprehensive continuous evaluation (CCE). Performance of students is monitored by the Head of the Department and the necessary feed back is given to the concern faculty. Students are made aware of the evaluation process during

the induction programmes at the beginning of the semester. Result analysis is done by the department after every CCE Test. Performance of the students is monitored by the Head of the Department. Reappearing / Re assessment scheme is available to the students as per University guidelines. The programme outcomes are measured by conducting 3 comprehensive continuous examinations in a semester. The average pass percentage of the student is 62.5. The corrected answer scripts of CIE are distributed to the students for verification, any grievances are redressed immediately. The grievances with regard to SEE will be redressed by the University. The college follows the academic and administrative calendar given by the University. All academic activities and examinations schedule is followed according to the University guidelines. The Institution has clearly stated outcomes of programmes by following different mechanisms. The Programme outcomes and course outcomes are kept available in college website and with concerned department heads. The learning outcomes are uploaded in website. Learning outcomes are communicated through IQAC and departmental meetings and through study circles. The Institution is listing out the career opportunities for all programmes to enable the stake holders to identify and select the subject of their choice. The students are able to understand the nature and basic concepts of education through programme specific outcomes. The college is measuring the students programme outcomes and programme specific outcomes by conducting 3 comprehensive continuous examinations in a semester.

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.5	Collaboration

Qualitative analysis of Criterion 3

The institution has created an Eco system for innovation and for transfer of knowledge. The faculty members are encouraged to take up research activities utilizing the existing facilities. The college has research committee to monitor the research activities. Three research guides have produced 15 Ph.Ds. Out of them, five were awarded during last 5 years. 50 articles in Journals and eight books were published. Out of 11 permanent teaching staff, 9 faculty members have Ph.D., degree as highest qualification. The college has organized an International Seminar on 'Henry David Thoreau and Indian thought' during 2017-18. The institution is extending community services through NSS, YRC and a Society named Samudayik Seva Dhara – Community Service Society (CSS). The committee organize programmes in the neighbourhood community to create awareness among the different villages. Activities like, Health Awareness and Blood donation camps were conducted. The Institution adopted a village and a Government school and providing assistance. Apart from regular NSS activities the college has done Open Defecation Free (ODF) campaign. Through Indian Red Cross Society and Red Ribbon Club social activities are carried out. The Institution has conducted different events under extension activities during last five years.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.
4.1.2 QIM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QIM	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4

The Institution has created good infrastructure facilities in the campus for effective teaching and learning. The Institution has 14 class rooms, 2 computer labs with 71 computers, Assembly hall and Audio Visual conference room. Digital Education and Learning Laboratory (DELL). Library is partially automated. It has 58,000 books, 3 journals, 27 magazines and 100 e-books. 110 girls have been provided hostel accommodation and it is managed by Gurukul Trust. The Institution has facilities for outdoor games. Three courts are available. The college made yoga and meditation as regular practice for hostel students. The institution also has adequate facilities for cultural activities. The automation work in the library is still in process. It is partially automated. Library has good quantity of materials for competitive examinations. The College updates IT facilities with regular interval. The institution has procedures for maintaining and utilizing physical, academic sports facilities and buildings.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QIM	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

Qualitative analysis of Criterion 5

The College has Student council and representation of students on academic and administrative committees of the Institution. The council identifies student related issues and problem and helps the college administration through meetings in resolving those problems. The college has seven study circles and seven societies. The Yog-Khel-Kood vyayamdhara has conducted five sports activity inside the campus during the last five years. The college also encourages the participation in cultural activities. To ensure better interaction between parents and teachers, the PTA of college conducts annual meetings with management, staff and student. The Institution has established Alumni Association since 2007. The Alumni association conducts meetings to motivate students and provide counseling for career opportunities. However, the Alumni association has not yet registered.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QIM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QIM	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
6.2.4 QIM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QIM	Incremental improvements made during the preceding five years (<i>in case of first cycle</i>) Post accreditation quality initiatives (<i>second and subsequent cycles</i>)

Qualitative analysis of Criterion 6

The Institution has proactive leadership in tune with the vision and mission of the Institution. The Institution has been promoting rural women empowerment through quality education. The Institution is encouraging the enrollment of the first generation women learners from nearby villages and under privileged sections of the society. The Institution provides operational autonomy in academic performance. The college motivates to organize co-curricular and extra curricular activities for the holistic development of the students. Academic Calendar is chalked out before the beginning of the Semester. The college has prepared perspective plan which incorporates agenda for over all development of the college. The organizational structure of the institution includes Governing Body, administrative setup. The Principal of the college is assisted by the Heads of the Departments in academic administration. The college office maintains the statutory records pertaining to students as well as teaching and non-teaching staff. The Principal of the College conducts periodical meetings with teaching and non-teaching staff for planning and execution. The college administration conducts periodical meetings of various bodies/committees and discuss various issues and accordingly

resolutions are passed. The college has initiated welfare scheme for teaching and administrative staff. Teachers are encouraged to publish articles in journals and books. Teaching staff is granted duty leave for participating in workshop, seminars and conferences. The self appraisal report of the staff are studied through SWOT analysis and appropriate recommendations are made to the concerned employees and adequate measures are taken to improve the quality of teaching and learning process. The management has appointed auditor for internal audit of the accounts. External audit is carried out by the office of the Commissioner of Higher Education, Govt. of Gujarat. The major resources of the institution is student admission fees and limited grants from UGC. The IQAC is taking efforts for enhancement in quality and sustenance in academic and administrative activities. Academic and administrative audit has been done. The learning outcomes of the institution instill confidence, employability, social upliftment, skill development and value based outlook towards life and living. After the first accreditation, the college has established IQAC and introduced Choice Based Credit System during 2010. Three skill based courses have been introduced. The college has organized one International Conference during the last five years.

Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QIM	<p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> 1. Safety and Security 2. Counselling 3. Common Room
7.1.5 QIM	<p>Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management
7.1.6 QIM	Rain water harvesting structures and utilization in the campus
7.1.7 QIM	<p>Green Practices</p> <ul style="list-style-type: none"> • Students, staff using <ol style="list-style-type: none"> a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants
7.1.18 QIM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QIM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QIM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QIM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Qualitative analysis of Criterion 7

The Institution has taken measures for safety and security by appointing security guards in the campus and also installed Close Circuit Television Cameras (CCTV) and also provided the sanitary Napkin disposal machine for hygiene of the students. The institution also arranged Karate Training and other self defense training programmes for the students. Students are also trained in disaster Management. The career counseling committee monitors the career needs of the students by arranging special programmes and training. The college has taken some amount of efforts in solid waste and liquid. The college has not yet taken

systematic measures for rain water harvesting. However, some arrangements have been made to collect rain water and it is used for watering the plants. The institution encourages students to utilize the pedestrian friendly surroundings of the college. The college has set up an eco club to promote and monitor green practices in the campus. The college is planning to make its office paper less. The college conducts summer camps and awareness programmes to maintain Eco friendly campus. The college has planted good amount of trees including medicinal plants. The college organizes national festivals to inculcate patriotism among students. The Institution is maintaining transparency in financial, academic and administrative matters. The college is imparting value education through prayer, yagna and study circle activity. The institution promotes rural women empowerment which is the main thrust area of the institution.

NAAC

Section III:OVERALL ANALYSISbased on Institutional strengths.Weaknesses,Opportunities & Challenges(SWOC)(up to 500 words)

Strength

The college has Academic flexibility both horizontally and vertically. Lateral entry for BA/BCOM and credit transfer facility are permitted by the University. 12 short term skill based Add on courses help the students to co-up with latest trends. 3 UGC NSQF Add on courses is an extra benefit to the students. Well equipped laboratories and computerized library with internet facility, ICT enabled teaching, e-learning, organizing seminars and workshops and following both oral and online feed back system are some of the strengths of the institution. Good infrastructure facilities and forming of 7 study circles and 7 societies, career counseling and development centre helps the students in curricular, co-curricular and extra curricular activities are also the strengths of the institution. Lack of research culture, consultancy services, tie ups with industries and N.G.Os. , limited member of placements, lack of permanent administrative staff are some of the weaknesses . The percentage of teachers participation in academic bodies is very less. Alumni association has not registered. Academic flexibility in curriculum, need based and skill oriented training for employment, more number of study circles and organization of co-curricular and extra curricular activities are some of the opportunities.

Retraining the students and controlling the dropout rate , improving communication skills of the first generation students, improving consultancy services and providing placements are the challenges to the institution.

Section IV:Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- ? The Institution has to take initiatives in appointing qualified permanent Teaching and Non Teaching staff.
- ? The College may plan to introduce PG programmes and new UG programmes in science and emerging areas.
- ? Steps have to be taken to make complete automation of office and library.
- ? Research culture has to be inculcated among staff and students.
- ? Alumni and Parents associations has to be registered.
- ? Canteen, drinking water, sanitary and medical facilities need improvement.
- ? Career Counselling and Placement opportunities may be enhanced.
- ? Separate full fledged hostel facility may be provided.

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

NAAC

Sl.No	Name		Signature with date
1	DR. NEHRU UMARANI	Chairperson	
2	DR. K S PUSHPA	Member Co-ordinator	
3	DR. K MEHARMANI KEY	Member	
4	DR. VINITA SAHU	NAAC Co - ordinator	

Place

Date

NAAC