YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	GURUKUL MAHILA ARTS AND COMMERCE COLLEGE PORBANDAR
• Name of the Head of the institution	DR ANUPAMRATANSHANKER RAMASHANKER NAGAR
• Designation	SENIOR PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02862245561
• Mobile No:	9979881990
• Registered e-mail	gurukulac@yahoo.co.in
• Alternate e-mail	gurukulmahilacollege@gmail.com
• Address	Jubilee, Bokhira Vistaar, Porbandar
• City/Town	Porbandar
• State/UT	GUJARAT
• Pin Code	360579
2.Institutional status	
• Type of Institution	Women
• Location	Rural

• Financial Status	**Grants-in aid**	
• Name of the Affiliating University	**BHAKTA KAVI NARSINH MEHTA UNIVERSITY**	
• Name of the IQAC Coordinator	**PROF. ROHINIBA JADEJA**	
• Phone No.	**02862245561**	
• Alternate phone No.	**9374129126**	
• Mobile	**9426817979**	
• IQAC e-mail address	**http://gurukulmahilacollege.com/**	
• Alternate e-mail address	**gurukulac@yahoo.co.in**	

3.Website address (Web link of the AQAR (Previous Academic Year)	**http://gurukulmahilacollege.com/wp-content/uploads/2021/09/AQAR-2019-20.pdf**
4.Whether Academic Calendar prepared during the year?	**Yes**

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B**	**2.38**	**2019**	**15/07/2019**	**14/07/2024**

6.Date of Establishment of IQAC	**16/06/2008**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	**NSQF**	**UGC**	**2019**	**7500000**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**

• Upload latest notification of formation of IQAC

9.No. of IQAC meetings held during the year	`03`
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	`Yes`
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	`No`
• If yes, mention the amount	

11.Significant contributions made by IQAC during the current year (maximum five bullets)

`1. Establishment of Dr Babasaheb Ambekar Open University Center for Girls 2. Initiation of PG - M.A. English Programme from October 2020. 3. Continuation of Skill Development courses 3. Organization of International Seminars 4. Efforts being made to register the Alumni/Parents Association 5. Renovation of Prarthana Mandir Roof-top 6. Construction of Reading-Room for students.`

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

Plan of Action	Achievements/Outcomes
`To initiate New Programmes for the Girl-students coming from the far-flung areas of Saurastra`	`1. Establishment of Open-University Study Centre for Girls 2. Initiation of M.A.-English Programme`
`To continue with Add-on/short-term/Skill-based/NSQF courses initiated in 2018-19`	`2. As many as 03 NSQF courses - (Data-Entry Operator; Beauty & Wellness & Organic Grower) continued in the Online mode during the Nation-wide lockdown period.`
`To update ICT skills for Online education`	`All the teachers of Gurukul Mahila Arts and Commerce rose to the occasion and equipped`

	themselves to meet the Online challenge of teaching. Faculty-Development and Student-development programmes were arranged and using Teams Microsoft Application all the classes were held exactly in the same manner as we had arranged them in the offline mode. Many of the teachers uploaded their lectures on the College youtube channel.
To participate in the Placement camps organised by the Commissioner of Higher Educatiomn	Since 2019, the College has been encouraging students to register and actively participate in the Placement Camps organised by the Knowledge Consortium of Gujarat, Government of Gujarat. Last year as many as 44 students participated in the Placement camp.
To organise national/international seminars to encourage final year students toward research.	In 2020-21, an Online Webinar was arranged on Sant Sahitya: Santvani-Tattva ane Saundarya.
To spread awareness on socially relevant issues	The NSS/NCC programmers of the College spared no effort in reaching out to the students during the lockdown period. Online awareness sessions, pyshological counselling among others were the activities conducted during the lockdown period. Many of the students played an important role as Corona Warriors and assisted the local authorties of the districrt.

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	**30/10/2021**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2019-20	**10/09/2021**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**07**

2.Student

2.1 Number of students during the year	**682**
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**459**
2.3 Number of outgoing/ final year students during the year	**133**

3.Academic

3.1 Number of full time teachers during the year	**08**
3.2 Number of Sanctioned posts during the year	**23**

4.Institution

4.1 Total number of Classrooms and Seminar halls	**18**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**824223**
4.3 Total number of computers on campus for academic purposes	**97**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Yes, the Institution ensures effective curriculum delivery through a well planned and documented process. As such, the institution adopts

the curriculum provided by the Bhakta Kavi Narsinh Mehta University. Accordingly in keeping with the University guidelines, the Time-Table and Academic Calendar is prepared towards the close of the on-going academic year for the next academic year after receiving inputs from the heads & teachers of the departments. The plan includes the papers to be taught along with the number of credits/hours to be taught. Emphasis is given to submission of on-line assignments, project work, presentation, group-discussion and seminars. The institution provides necessary infrastructure to encourage the students to employ innovative techniques apart from traditional teaching. Educational visits and tours are also organized. Subject-experts & professionals are also invited to guide the students on the latest developments in their respective areas. Each department sets its programme objectives and outcomes that match with the Institution's vision and and mission statement.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/Annual-Calendar-2020-21.pdf

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

The Department of Higher Education, Govt. of Gujarat circulates a Common Academic Calendar at the beginning of each session. The College too in keeping with the Govt. & University guidelines has also its own academic 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 academic calendar and evaluation process too follows in a transparent manner.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/Annual-Calendar-2020-21.pdf

1.1.3 - Teachers of the Institution participate in A. All of the above

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

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

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

07

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

09

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

431

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

260

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

1.3 - Curriculum Enrichment

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

Yes, the Institution effectively integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Various activities are organized throughout the year as part of the curriculum that help in this endeavour. (i) Gender Sensitivity: Gender related courses are an integral component of various programmes. Students are sensitized and encouraged to work towards gender equity from a cross-cultural perspective. Under the aegis of NSS & NCC, Gender sensitization camps are organized in slums and rural areas of Porbandar district that include, women's rights, human rights, child rights, gender justice and gender equality. The NSS Units of the College organize a wide range of community outreach programmes that include health and hygiene camps, village adoption which enable exposure to real life situations. The College also annually organizes seminars, conferences, guest lectures, exhibitions, and literary activities that help in gender sensitization. (ii) Environment and

Sustainability: The Institution's strong community orientated work culture is based on the Arya Kanya Gurukul sustainable way of life, that involves integration of water quality, air quality, education and healthcare, agriculture and dairy practices, innovation and human values. GMC has pioneered vocational and skill development education by introducing NSQF courses in Data-Entry Operator, Beauty & Wellness, Organic Grower. Water, Sanitation, Waste Management and Environmental and Green Campus are the thrust areas of the Institution. A Certificate course on Environment studies is included in all UG programmes at the First-year. Environment awareness workshops, guest lectures and educational visits are periodically organized. (iii) Human Values and Professional Ethics: GMC specially focuses on the development of human values and professional ethics: 1. Cultural Education (through weekly Havan Sandhya). 2. Daily Quizzes on General Knowledge and Current Affairs: (to nurture a scientific temper and be aware of contemporary developments). 3. Village Adoption: (to foster a fuller understanding of the rural life). 4. Social Service: (to engender the spirit of brotherhood of man and to facilitate the establishment of casteless and classless society). 5. Co-curricular Activities (for all-round development of personality) 6. Environment Studies (for environment consciousness and its impact on everyday life) The Institute also has a Model Code of Research Ethics to curb various malpractices.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

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

NA

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

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

NA

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows — **C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://gurukulmahilacollege.com/iqac/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

320

2.1.1.1 - Number of sanctioned seats during the year

260

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

589

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

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

basis of their HSc results (2) Induction/Orientation programme. 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 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 Tally Erp for students enabling them to better cope with the programme to which they are enrolled. The Department of English runs the SCOPE & EPP programmes to enable Gujarati medium students to cope with the course. The Department of Home-Science offers greater scope to the students by offering Short-term programmes in Beauty & Wellness, Pedicure and Menicure & Sewing Machine Operator under the *NSQF* 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: (a) Provision of standard lecture notes. In fact, provision of additional learning and reference material is also made by the faculties. (b) 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. (c) Advanced learners are encouraged to enroll in MOOC Courses – Swayam etc. (d) Assignments and Student Seminars on contemporary topics are provided to enable students to develop an aptitude for research. (e) 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. (f) Participation by the students in the *Saptdhara* 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 felicitated with Gold Medals.

File Description	Documents
Link for additional Information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/2.2.1-Online-Orientation-and-Induction-programme-at-gmc-31.07.2020-compressed.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
682	25

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

1. 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. (a) Lecture method: This conventional method is commonly adopted by all the teachers, especially language teachers. This method facilitates the teacher to interpret, expain and revise the content of a text only for better understanding of the subject by the learners. (b) 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. (c) ICT Enabled Teaching: ICT enabled teaching includes guest lectures of career counselors and educationists. (d) Regular practical sessions. (e) Use of LCD projectors for seminars and workshops. (f) Use of educational videos (g) Office Automation and Accounting software. (h) English proficiency skills training is provided to students during Language lab sessions. The language software is effectively used to train students to acquire proficiency in listening, speaking, reading and writing. (i) Online

reference, lecture talks, motivational talks and web reference support the teaching-learning process. As such, all the departments provide instructional materials to the students for easy follow-up / understanding the concepts. Learning resources and useful websites are made available in the college website, which serve as a ready link to access the portals of information and gain knowledge.

2. Experiential learning: The faculty members foster learning environment by engaging in teaching through experience, Teaching through demonstration, Periodic industrial visits, Organizing exhibitions and conducting Quizzes.

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

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In GMC, the classrooms and labs are ICT enabled with projectors installed and the campus is enabled with high speed wifi connection. The faculty at GMC use various ICT enabled tools to enhance the quality of teaching-learning like 1. Teams Microsoft is used to manage and post course related information- learning material, quizzes, lab submissions and evaluations, assignments, etc. 2. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process. 5. The online learning environments are designed to train students in open problem-solving activity. 6. Media lab facility is used to create video lectures and upload it on the College Youtube channel for students to use as extra learning resources. 7. Online quizzes and polls are regularly conducted to record the feedback of the students. To teach subjects in online mode, teachers through FDPs have learnt the use of various online tools like- whiteboard in Microsoft teams, Jamboard in Google meet, etc.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://gurukulmahilacollege.com/wp-content/uploads/2021/09/ICT-Training-2020-21.pdf

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

2.3.3.1 - Number of mentors

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

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

9

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

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

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

9

File Description	Documents
Any additional information	[View File](#)
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	[View File](#)

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

2.4.3.1 - Total experience of full-time teachers

204

File Description	Documents
Any additional information	[View File](#)
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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 Bhakta 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.**
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 fulfill 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.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://www.bknmu.edu.in/Examination/page/Exam%20Schedule

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

Transparency initiatives at the institute level:

1. Basic eligibility for evaluation process is made known to students through notice boards and class counseling.
2. The schedules of internal assessments are communicated to students and faculty at the beginning of the semester through institute Brochure & Academic Calendar.
3. Institute notifies evaluation process and related documentation on the notice board; through College Brochures 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.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://bknmu.gipl.net/Welcome.aspx

2.6 - Student Performance and Learning Outcomes

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

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

1. Hard Copy/e-copy of syllabi and Learning Outcomes are available with the departments for ready reference for the teachers.
2. Website links for the Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are also uploaded on the Institution website for ready reference.
3. The importance of the learning outcomes has been communicated to the teachers in every IQAC Meeting and Departmental Meetings.
4. The students are also made aware of the Programmes/Courses through Study-circle Meetings.

Course outcomes:

1. English:

   a. To introduce communicative skills, to define, classify, and understand the methods of communication, to improve LSRW skills; to enable them to practice those skills in their daily life by identifying instances of communication in the circumstances of their own.

   b. To familiarize students with the main events, conflicts, inventions and rich history of Great Britain.

   c. To comprehend literary texts of ancient and modern literature written by great writers of English.

   d. 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 etc.

   e. To acquire good knowledge of critical/analytical frameworks and methodologies for better interpretation of literature. Students can apply critical frameworks to analyze the linguistic, cultural and historical background of texts written in

English.

   f. To be acquainted with glossary of literary terms.

2. Hindi:

   a. Students can work anywhere in India, if they know Hindi - Our National Language. In many other countries also, Hindi is used as an Official Language as well as second Language. So they can easily be employed easily in those countries also.

   b. 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.

   c. 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. Learning Hindi in a non-hindi region definitely helps in shaping one's career.

3. Gujarati:

   a. Obtaining more information about one's culture and tradition; encouraging creative writing and developing self-confidence.

   b. Aiming at enriching human excellence; increasing the level of comprehension and exercising communal harmony.

   c. Helping the students to know the basics of the language, Gujarati.

   d. Teaching various genres of Gujarati Literature to Gujarati students.

4. Home-Science:

   Students inculcate an ability to apply knowledge of Home-Science which among others incorporates an ability to design, implement, and evaluate a fashion-designing system; food & nutrition; child development etc. In addition, Home-Science encourages students to function effectively as a team to accomplish a common goal. Students thus develop an ability to communicate

effectively with a wide range of audiences. 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 with a solid foundation for a career in business, government, or a nonprofit organization. In this programme, students will study how societies, governments, businesses, households, and individuals create, use, manage and distribute resources. Economists are vital in helping predict and study responses to changes in policy and market changes, an important skill in today's changing business environment. Economists also study and help develop public policies like health care and education reform. Our program will equip students with the 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 processes and structures, so as to be able to live and work in our diverse global society and to apply the tools of social/psychological analysis to a broad range of professional, academic and community situations. The methods and knowledge developed by sociologists/psychologists reflect the complexity of human organization, social life, inequalities and social justice. The newly emerging patterns of social/psychological change continue to alter our life, making the effective applications of social/psychological analysis more important than ever before in solving problems of inequalities, human organization and justice at a local and global level.

7. Commerce (Accounts & Finance and Computer Science):

a. This program could provide well trained professionals for the Industries, Banking Sectors, Insurance Companies, Financing companies, Transport Agencies, Warehousing etc., to meet the well trained manpower requirements. The graduates will get hands on experience in various aspects acquiring skills for Marketing Manager, Sales, Over all Administration abilities of the Company.

b. On successful completion of this subject the students acquire the knowledge about the various types of business

organizations, office management and related subjects. The students learn the principles and concepts of Accountancy; practical applications of accounting; practical knowledge of marketing; Company Law; Management Accounting, Corporate Accounting, Income-Tax and Auditing.

c. Commerce with computer Application gives a deeper understanding of both Information Technology and Commerce, thereby enabling the budding graduates to pursue careers in either of the two fast-growing areas, viz. IT Industry, Commerce, and Financial sector.

d. Students of Commerce with CS demonstrate that they can present the results of their observations and research in a way that is objective, technically accurate, and legally acceptable. Students use effective technology appropriately, such as ppt., slides, posters and handouts in oral presentations.

e. Students of Commerce with CS have the Ability to apply the knowledge gained during the course of the programme from Mathematics, Basic Computing, and Social Sciences in general and all computer science courses in particular to identify, formulate and solve real life complex engineering problems faced in industries and/or during research work with due consideration for the public health and safety, in the context of cultural, societal, and environmental situations.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/2.6.1-Course-Outcomes.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

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 individual 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 College (Academic), Outstanding Student of the College (Co-curricular), Most-Regular Student and Best Library Utilizer. They are recognized and awarded during the Annual Programme by giving them 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 attainment of students is also measured by asking spontaneous questions during the lecture.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/2.6.2-Programme-Outcomes.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

134

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/GMC-Newsletter-Issue-06.pdf

2.7 - Student Satisfaction Survey

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

http://gurukulmahilacollege.com/wp-content/uploads/2021/11/SSS-2.7.1-2.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NA

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

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

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

NA

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

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

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

1

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

1

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

8

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

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 (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. HOWEVER ON ACCOUNT OF THE COVID SITUATION AND THE NATION-

WIDE LOCKDOWN IN 2020-21 THE ACTIVITIES WERE CARRIED OUT IN THE ONLINE MODE.

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.

Tree Plantation and Green Gurukul:

The students are encouraged to plant trees and thereby improve the green 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 their in performing better in their studies and examinations. Online International Yoga-day was celebrated with faculty and students.

Cleanliness Drive:

In keeping with the National mission *Swachch Bharat Shresth Bharat*, the institute conducts Cleanliness drives periodically round the year.

File Description	Documents
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/3-Research-Innovation-and-Extensions_compressed.pdf
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

10

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

10

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

8

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has always worked towards enhancing the infrastructural facilities for effective teaching and learning. The institution is well-equipped with Morning Assembly Hall (Prayer Hall), class-rooms, a well furnished staff room, Administrative Office, Network connectivity, Air conditioned 02 Computer laboratories, 01 Digital Education and Learning Laboratory (DELL), Drinking water facilities, AV Conference Hall with Internet/Wi-Fi

Connectivity, Library with Book-Bank Facility, Hostel, Transport facility, Playground, Parking Area, Canteen facility, UPS etc. The management, every fortnight, discusses with Principal and the Principal in turn with HoDs for the required infrastructural facilities and also provides the required infrastructural facilities for effective teaching and learning.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/4.1.4-Infrastructure-compressed.pdf

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

The institution has all necessary facilities for sports and games. A spacious play ground with indoor and outdoor games facilities provided. Within an area of 2 acres badminton, basketball, volleyball, Kho-Kho and kabadi court, tracks are provided. The *Yoga-Vyayam-Khel-kood dhara* organizes every fortnight various sports & games activities through-out the year. We have 01 coordinator Prof. Shobhana Vala who assists in conducting various events. They *Geet-Sangeet Dhara, Natya-dhara & Nritya dhara* also conduct cultural activities periodically. In addition, the institution has adequate facilities like dance costume and all other requirements for folk dance, Bharat-Natyam etc. 14 Classrooms, One Principal's chamber, 01 Admin Office, 07 store rooms, 01 Photo-copier, 02 Parking Areas, 02 telephones & 05 Internet points are available. 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	Documents
Upload any additional information	View File
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/4.1.4-Infrastructure-compressed.pdf

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

LMS, etc.

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/08/4.1.3-geo-tagged-photos-compressed.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

254566

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

Library is situated in a separate block within an area of 1500 sq.ft. It has a seating capacity of around 100 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 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 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, e-books are made available in the library.

Name of the software-Library Management Software; Nature of Automation-Fully Automated.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/4.2.1-Library.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1599384

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

22

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

- **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 a well equipped Computer laboratory 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, Scanning and CD/DVD writing also.**
- **Library is equipped with Library Management Software (LMS) and internet facility.**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/4.3.2-List-of-Computers.pdf

4.3.2 - Number of Computers

46

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution   B. 30 – 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

379747

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

- **Programmer maintains equipments and other computer accessories.**
- **Daily Cleaning is done Grade IV staff.**
- **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 generators and does all other electrical works.**
- **Ashram 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 water purifier has been established in the premises to supply purified drinking water.**
- **The college library consists of 17998 books, 03 Journals, 27 magazines and 100 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	Documents
Upload any additional information	View File
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/4.4.2-Established-systems-and-procedures.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

326

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

2

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

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

C. 2 of the above

File Description	Documents
Link to institutional website	https://gurukulmahilacollege.com/iqac/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely

A. All of the above

redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

40

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

73

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

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

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

NA

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

12

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The office bearers of the Gurukul Mahila College students' council for students are selected unanimously by HoDs, staff, CRs and students 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 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.

File Description	Documents
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/4.4.2-Established-systems-and-procedures.pdf
Upload any additional information	View File

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

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

10

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The 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 the 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.

File Description	Documents
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/5.4.1-Report.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

MISSION : 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 54 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; 05 UGC (NSQF) add-on courses 13 Short-term courses; a CCD 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 40000 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 Mobile 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	Documents
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/6.2.2-AKG-_-Org-Chart-_-May-29-2020.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- The Institution delegates authority and operational autonomy in all areas of academic performance, decision taking and implementation of academic plans and polices 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 the 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 Online 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 the Class representatives, the Principal, HoDs of departments, teaching and Administrative staff members.

File Description	Documents
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/6.1.2-List-of-Committees-2020-21.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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 students through education. The objectives of the College are driven by felicitating Govt.-scholarship to the students, introducing short-term supplementary 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 topper 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/month comes to a close and then when the new term/month 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 in shaping the students to not merely develop their latent talents and also adds to the development of the student's total personality.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/6.2.1-Institutional-Perspective-Plan-compressed.pdf
Upload any additional information	View File

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

ARYA KANYA VIDYALAYA TRUST

HONORARY SECRETARY

PRINCIPAL

HEADS OF THE DEPARTMENTS

TEACHING STAFF

ADMINISTRATIVE STAFF

CLASS REPRESENTATIVES

STUDENTS

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 Grievances 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. A suggestion box is also installed in the campus.

File Description	Documents
Paste link for additional information	https://gurukulmahilacollege.com/
Link to Organogram of the Institution webpage	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/6.2.2-AKG-_-Org-Chart-_-May-29-2020.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

- **Faculty development programmes are periodically conducted for the teaching 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 and making power-point presentations. 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.**
- **Staff and students are honoured with gifts and prizes for their academic achievements.**

File Description	Documents
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/6.3.1-Welfare-measures-compressed.pdf
Upload any additional information	View File

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

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

NA

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

24

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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.**

After receiving the outcome of performance appraisal report of the staff by the Management, the self-appraisal reports are studied through a SWOT analysis. Thus, adequate measures are taken to improve quality of teaching learning process.

File Description	Documents
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/AKG-Self-Appraisal-Proforma-15.06.2021.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The Arya Kanya Vidyalaya Trust management has appointed Ranapara & Co. as Internal Auditor to audit the accounts of the Trust, Schools, College Hostel and Gurukul Mahila College 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 2020- 2021. 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.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

300000

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	[View File](#)
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

The major resources and institutional funding / receipts are:

1. Student's Admission fees, Nibhav Grant, Saptadhara & Udisha grants and UGC grants.
2. The institution also organizes seminars, workshops and faculty /student development training programmes.

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	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

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

IQAC A Report:

1. 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.
2. IQAC takes care of academic aspects, such as curricular aspects, teaching learning process, evaluation, research, academic audit and extension of community activities.
3. As many as 18 committees have been established to support IQAC activities and to maintain and enhance the quality assurance in the institution.
4. Online Parents-Alumni meet was arranged this year.
5. Every year the IQAC prepares Annual Quality Assurance Report (AQAR) and submits to the NAAC, Bengaluru.

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

IQAC has made significant contribution to improve the facilities in

the area of teaching performance & students progression through introduction of over 13 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	Documents
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/IQAC-Annual-Report-compressed.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

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.

All the above activities in teaching learning process have had a remarkable impact in improving quality assurance in teaching learning process.

File Description	Documents
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/IQAC-Annual-Report-compressed.pdf
Upload any additional information	View File

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://gurukulmahilacollege.com/wp-content/uploads/2021/09/AQAR-2019-20.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gurukul Mahila Arts & Commerce college, Porbandar is a Girls' College and hence the question of gender equity does not arise. Nevertheless within the same gender all efforts are made to ensure that fair and equal treatment is meted out to all irrespective of their colour, caste, creed, race or religion. 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 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 are organized in collaboration with various clubs such as Rotary club, Red Ribbon club, Red Cross Society 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 defense methods and promote social awareness and women safety by organizing awareness programmes on the subject of harassment.

File Description	Documents
Annual gender sensitization action plan	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/7.1.1-ANNUAL-GENDER-SENSITIZATION-ACTION-PLAN-2020-21-compressed.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/Security-system-Guards-on-duty.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The following practices have been adopted towards Waste management: (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, 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: 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. (iv) Say No to Plastics - awareness programmes are conducted. (v) The Photocopier UPS and batteries are periodically maintained by the service providers. (vi) Waste management department with an office- staff coordinator and class representatives take care of maintaining cleanliness. (vii) Efforts are being made for Rain water harvesting. As many as 03 employees have been appointed for maintaining cleanliness in the entire college campus. (viii) 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 Very alternate month. (ix) The Institution under the aegis of National Service Scheme (NSS) and Samudayik SevaDhara (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. (x) Staff and students are instructed not to waste water unnecessarily. (xi) 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.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/Waste-management-compressed.pdf
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and

B. Any 3 of the above

energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The following Institutional efforts/initiatives are being made to provide an inclusive environment:

1. Admisson irrespective of Caste, Creed, race or religion. Education is for all.

2. Celebration of all National festivals including Christmas.

3. Active engagement with the local community through the NCC & NSS Units of the College.

4.Participation in the Saptadhara & Study-Circle activities as per the skill of the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The following practices have been adopted towards sensitizing the students & employees: (i) Establishment of NCC & NSS Units in the Institution to fulfill our constitutional obligations: Various programmes ranging from Tree Plantation to Cleanliness & Awareness programmes are arranged all through the year. (ii) 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, using a Trolley, then dump the waste into the compost bed. (iv) 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. (v) E-waste management: 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. (iv) Say No to Plastics - awareness programmes are conducted. (vi) The Photocopier UPS and batteries are periodically maintained by the service providers. (vii) Waste management

department with an office- staff coordinator and class representatives take care of maintaining cleanliness. (viii) Efforts are being made for Rain water harvesting. As many as 03 employees have been appointed for maintaining cleanliness in the entire college campus. (ix) 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. (x) The Institution under the aegis of National Service Scheme (NSS) and Samudayik SevaDhara (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. (xi) Staff and students are instructed not to waste water unnecessarily. (xii) 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.

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

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The following initiatives have been taken by the institute to make the campus eco-friendly: (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. (ii) Transport: The Institution provides Transportation facilities. The bus-service has been initiated to address the needs of the students coming from City area. 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. while travelling by the public forms of transportation (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 every-day. In fact, many young elderly people utilize the Green-ambience of the Gurukul campus for their morning and evening walks on a daily basis. (iv) 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. (v) The management has been on the front into making Green Gurukul. The college campus has over 100 plantations of Neem tees and the front quadrangle has been transformed into a beautiful garden. Above-all a Course in Environmental Studies and worshops on Environment Nursing and Environmental History are offered to the First year students since the academic year 2018-19.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

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 Rabindranath Tagore 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 prestine 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 ctivities impart among others practical lessons of Value-based educationthrough 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 students 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 & Parents more than 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	Documents
Best practices in the Institutional web site	[View File]()
Any other relevant information	[View File]()

7.3 - Institutional Distinctiveness

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

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. In effect, the vision, mission, objectives and programmes of the College are displayed on the notice board for visual/metal engagement and execution at all times.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Yes, the Institution ensures effective curriculum delivery through a well planned and documented process. As such, the institution adopts the curriculum provided by the Bhakta Kavi Narsinh Mehta University. Accordingly in keeping with the University guidelines, the Time-Table and Academic Calendar is prepared towards the close of the on-going academic year for the next academic year after receiving inputs from the heads & teachers of the departments. The plan includes the papers to be taught along with the number of credits/hours to be taught. Emphasis is given to submission of on-line assignments, project work, presentation, group-discussion and seminars. The institution provides necessary infrastructure to encourage the students to employ innovative techniques apart from traditional teaching. Educational visits and tours are also organized. Subject-experts & professionals are also invited to guide the students on the latest developments in their respective areas. Each department sets its programme objectives and outcomes that match with the Institution's vision and and mission statement.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/Annual-Calendar-2020-21.pdf

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

The Department of Higher Education, Govt. of Gujarat circulates a Common Academic Calendar at the beginning of each session. The College too in keeping with the Govt. & University guidelines has also its own academic 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 academic calendar and evaluation process too follows in a transparent manner.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/Annual-Calendar-2020-21.pdf

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

A. All of the above

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

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

07

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

09

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

431

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

260

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

1.3 - Curriculum Enrichment

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

Yes, the Institution effectively integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values,

Environment and Sustainability into the Curriculum. Various activities are organized throughout the year as part of the curriculum that help in this endeavour. (i) Gender Sensitivity: Gender related courses are an integral component of various programmes. Students are sensitized and encouraged to work towards gender equity from a cross-cultural perspective. Under the aegis of NSS & NCC, Gender sensitization camps are organized in slums and rural areas of Porbandar district that include, women's rights, human rights, child rights, gender justice and gender equality. The NSS Units of the College organize a wide range of community outreach programmes that include health and hygiene camps, village adoption which enable exposure to real life situations. The College also annually organizes seminars, conferences, guest lectures, exhibitions, and literary activities that help in gender sensitization. (ii) Environment and Sustainability: The Institution's strong community orientated work culture is based on the Arya Kanya Gurukul sustainable way of life, that involves integration of water quality, air quality, education and healthcare, agriculture and dairy practices, innovation and human values. GMC has pioneered vocational and skill development education by introducing NSQF courses in Data-Entry Operator, Beauty & Wellness, Organic Grower. Water, Sanitation, Waste Management and Environmental and Green Campus are the thrust areas of the Institution. A Certificate course on Environment studies is included in all UG programmes at the First-year. Environment awareness workshops, guest lectures and educational visits are periodically organized. (iii) Human Values and Professional Ethics: GMC specially focuses on the development of human values and professional ethics: 1. Cultural Education (through weekly Havan Sandhya). 2. Daily Quizzes on General Knowledge and Current Affairs: (to nurture a scientific temper and be aware of contemporary developments). 3. Village Adoption: (to foster a fuller understanding of the rural life). 4. Social Service: (to engender the spirit of brotherhood of man and to facilitate the establishment of casteless and classless society). 5. Co-curricular Activities (for all-round development of personality) 6. Environment Studies (for environment consciousness and its impact on everyday life) The Institute also has a Model Code of Research Ethics to curb various malpractices.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

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

NA

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

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

NA

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://gurukulmahilacollege.com/iqac/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

320

2.1.1.1 - Number of sanctioned seats during the year

260

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

589

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students in two ways at the time of the commencement of the programme: (i) On the basis of their HSc results (2) Induction/Orientation programme. 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 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 Tally Erp for students enabling them to better cope with the programme to which they are enrolled. The Department of English runs the SCOPE & EPP programmes to enable Gujarati medium students to cope with the course. The Department of Home-Science offers greater scope to the students by offering Short-term programmes in Beauty & Wellness, Pedicure and Menicure & Sewing Machine Operator under the *NSQF* 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: (a) Provision of standard lecture notes. In fact, provision of additional learning and reference material is also made by the faculties. (b) 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. (c) Advanced learners are encouraged to enroll in MOOC Courses – Swayam etc. (d) Assignments and Student Seminars on contemporary topics are

provided to enable students to develop an aptitude for research. (e) 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. (f) Participation by the students in the *Saptdhara* 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 felicitated with Gold Medals.

File Description	Documents
Link for additional Information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/2.2.1-Online-Orientation-and-Induction-programme-at-gmc-31.07.2020-compressed.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
682	25

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

1. 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. (a) Lecture method: This conventional method is commonly adopted by all the teachers, especially

language teachers. This method facilitates the teacher to interpret, expain and revise the content of a text only for better understanding of the subject by the learners.
(b) 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. (c) ICT Enabled Teaching: ICT enabled teaching includes guest lectures of career counselors and educationists. (d) Regular practical sessions. (e) Use of LCD projectors for seminars and workshops. (f) Use of educational videos (g) Office Automation and Accounting software. (h) English proficiency skills training is provided to students during Language lab sessions. The language software is effectively used to train students to acquire proficiency in listening, speaking, reading and writing. (i) Online reference, lecture talks, motivational talks and web reference support the teaching-learning process. As such, all the departments provide instructional materials to the students for easy follow-up / understanding the concepts. Learning resources and useful websites are made available in the college website, which serve as a ready link to access the portals of information and gain knowledge.

2. Experiential learning: The faculty members foster learning environment by engaging in teaching through experience, Teaching through demonstration, Periodic industrial visits, Organizing exhibitions and conducting Quizzes.

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

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In GMC, the classrooms and labs are ICT enabled with projectors installed and the campus is enabled with high speed wifi

connection. The faculty at GMC use various ICT enabled tools to enhance the quality of teaching-learning like 1. Teams Microsoft is used to manage and post course related information- learning material, quizzes, lab submissions and evaluations, assignments, etc. 2. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching- learning process. 5. The online learning environments are designed to train students in open problem-solving activity. 6. Media lab facility is used to create video lectures and upload it on the College Youtube channel for students to use as extra learning resources. 7. Online quizzes and polls are regularly conducted to record the feedback of the students. To teach subjects in online mode, teachers through FDPs have learnt the use of various online tools like- whiteboard in Microsoft teams, Jamboard in Google meet, etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://gurukulmahilacollege.com/wp-content/uploads/2021/09/ICT-Training-2020-21.pdf

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

2.3.3.1 - Number of mentors

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

9

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

9

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

204

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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 Bhakta 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.
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 fulfill 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.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.bknmu.edu.in/Examination/page/Exam%20Schedule

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

Transparency initiatives at the institute level:

1. Basic eligibility for evaluation process is made known to students through notice boards and class counseling.
2. The schedules of internal assessments are communicated to students and faculty at the beginning of the semester through institute Brochure & Academic Calendar.
3. Institute notifies evaluation process and related documentation on the notice board; through College Brochures 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.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://bknmu.gipl.net/Welcome.aspx

2.6 - Student Performance and Learning Outcomes

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

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

1. Hard Copy/e-copy of syllabi and Learning Outcomes are available with the departments for ready reference for the teachers.
2. Website links for the Soft Copy of Curriculum and Learning Outcomes of Programmes and Courses are also uploaded on the Institution website for ready reference.
3. The importance of the learning outcomes has been communicated to the teachers in every IQAC Meeting and Departmental Meetings.
4. The students are also made aware of the Programmes/Courses through Study-circle Meetings.

Course outcomes:

1. English:

        a. To introduce communicative skills, to define,

classify, and understand the methods of communication, to improve LSRW skills; to enable them to practice those skills in their daily life by identifying instances of communication in the circumstances of their own.

b. To familiarize students with the main events, conflicts, inventions and rich history of Great Britain.

c. To comprehend literary texts of ancient and modern literature written by great writers of English.

d. 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 etc.

e. To acquire good knowledge of critical/analytical frameworks and methodologies for better interpretation of literature. Students can apply critical frameworks to analyze the linguistic, cultural and historical background of texts written in English.

f. To be acquainted with glossary of literary terms.

2. Hindi:

a. Students can work anywhere in India, if they know Hindi - Our National Language. In many other countries also, Hindi is used as an Official Language as well as second Language. So they can easily be employed easily in those countries also.

b. 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.

c. 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. Learning Hindi in a non-hindi region definitely helps in shaping one's career.

3. Gujarati:

a. Obtaining more information about one's culture and tradition; encouraging creative writing and developing self-confidence.

b. Aiming at enriching human excellence; increasing the level of comprehension and exercising communal harmony.

c. Helping the students to know the basics of the language, Gujarati.

d. Teaching various genres of Gujarati Literature to Gujarati students.

4. Home-Science:

Students inculcate an ability to apply knowledge of Home-Science which among others incorporates an ability to design, implement, and evaluate a fashion-designing system; food & nutrition; child development etc. In addition, Home-Science encourages students to function effectively as a team to accomplish a common goal. Students thus develop an ability to communicate effectively with a wide range of audiences. 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 with a solid foundation for a career in business, government, or a nonprofit organization. In this programme, students will study how societies, governments, businesses, households, and individuals create, use, manage and distribute resources. Economists are vital in helping predict and study responses to changes in policy and market changes, an important skill in today's changing business environment. Economists also study and help develop public policies like health care and education reform. Our program will equip students with the 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 processes and structures, so as to be able to live and work in

our diverse global society and to apply the tools of social/psychological analysis to a broad range of professional, academic and community situations. The methods and knowledge developed by sociologists/psychologists reflect the complexity of human organization, social life, inequalities and social justice. The newly emerging patterns of social/psychological change continue to alter our life, making the effective applications of social/psychological analysis more important than ever before in solving problems of inequalities, human organization and justice at a local and global level.

7. Commerce (Accounts & Finance and Computer Science):

a. This program could provide well trained professionals for the Industries, Banking Sectors, Insurance Companies, Financing companies, Transport Agencies, Warehousing etc., to meet the well trained manpower requirements. The graduates will get hands on experience in various aspects acquiring skills for Marketing Manager, Sales, Over all Administration abilities of the Company.

b. On successful completion of this subject the students acquire the knowledge about the various types of business organizations, office management and related subjects. The students learn the principles and concepts of Accountancy; practical applications of accounting; practical knowledge of marketing; Company Law; Management Accounting, Corporate Accounting, Income-Tax and Auditing.

c. Commerce with computer Application gives a deeper understanding of both Information Technology and Commerce, thereby enabling the budding graduates to pursue careers in either of the two fast-growing areas, viz. IT Industry, Commerce, and Financial sector.

d. Students of Commerce with CS demonstrate that they can present the results of their observations and research in a way that is objective, technically accurate, and legally acceptable. Students use effective technology appropriately, such as ppt., slides, posters and handouts in oral presentations.

e. Students of Commerce with CS have the Ability to apply the knowledge gained during the course of the programme from Mathematics, Basic Computing, and Social Sciences in general and all computer science courses in particular to identify, formulate and solve real life complex engineering problems faced

in industries and/or during research work with due consideration for the public health and safety, in the context of cultural, societal, and environmental situations.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/2.6.1-Course-Outcomes.pdf
Upload COs for all courses (exemplars from Glossary)	[View File](#)

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

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 individual 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 College (Academic), Outstanding Student of the College (Co-curricular), Most-Regular Student and Best Library Utilizer. They are recognized and awarded during the Annual Programme by giving them 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 attainment of students is also measured by asking spontaneous questions during the lecture.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/2.6.2-Programme-Outcomes.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

134

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/GMC-Newsletter-Issue-06.pdf

2.7 - Student Satisfaction Survey

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

http://gurukulmahilacollege.com/wp-content/uploads/2021/11/SSS-2.7.1-2.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NA

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

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

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

NA

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

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

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

1

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

1

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

8

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

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 (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. HOWEVER ON ACCOUNT OF THE COVID SITUATION AND THE NATION-WIDE LOCKDOWN IN 2020-21 THE ACTIVITIES WERE CARRIED OUT IN THE ONLINE MODE.

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.

Tree Plantation and Green Gurukul:

The students are encouraged to plant trees and thereby improve the green 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 their in performing better in their studies and examinations. Online International Yoga-day was celebrated with faculty and students.

Cleanliness Drive:

In keeping with the National mission *Swachch Bharat Shresth Bharat*, the institute conducts Cleanliness drives periodically round the year.

File Description	Documents
Paste link for additional information	http://gurukulmahilacollege.com/wp-content /uploads/2021/10/3-Research-Innovation-and-Extensions_compressed.pdf
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

10

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

10

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

8

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has always worked towards enhancing the infrastructural facilities for effective teaching and learning. The institution is well-equipped with Morning Assembly Hall (Prayer Hall), class-rooms, a well furnished staff room, Administrative Office, Network connectivity, Air conditioned 02 Computer laboratories, 01 Digital Education and Learning Laboratory (DELL), Drinking water facilities, AV Conference Hall with Internet/Wi-Fi Connectivity, Library with Book-Bank Facility, Hostel, Transport facility, Playground, Parking Area, Canteen facility, UPS etc. The management, every fortnight, discusses with Principal and the Principal in turn with HoDs for the required infrastructural facilities and also provides the required infrastructural facilities for effective teaching and learning.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/4.1.4-Infrastructure-compressed.pdf

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

The institution has all necessary facilities for sports and games. A spacious play ground with indoor and outdoor games facilities provided. Within an area of 2 acres badminton, basketball, volleyball, Kho-Kho and kabadi court, tracks are provided. The *Yoga-Vyayam-Khel-kood dhara* organizes every fortnight various sports & games activities through-out the year. We have 01 coordinator Prof. Shobhana Vala who assists in conducting various events. They *Geet-Sangeet Dhara, Natya-dhara & Nritya dhara* also conduct cultural activities periodically. In addition, the institution has adequate facilities like dance costume and all other requirements for folk dance, Bharat-Natyam etc. 14 Classrooms, One Principal's chamber, 01 Admin Office, 07 store rooms, 01 Photo-copier, 02 Parking Areas, 02 telephones & 05 Internet points are available. 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	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/4.1.4-Infrastructure-compressed.pdf

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

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/08/4.1.3-geo-tagged-photos-compressed.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

254566

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Library is situated in a separate block within an area of 1500 sq.ft. It has a seating capacity of around 100 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 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 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, e-books are made available in the library.

Name of the software-Library Management Software; Nature of Automation-Fully Automated.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/4.2.1-Library.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**B. Any 3 of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

1599384

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

22

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

- **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 a well equipped Computer laboratory 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, Scanning and CD/DVD writing also.**
- **Library is equipped with Library Management Software (LMS) and internet facility.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/4.3.2-List-of-Computers.pdf

4.3.2 - Number of Computers

46

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution — **B. 30 – 50MBPS**

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

379747

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts.	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

- **Programmer maintains equipments and other computer accessories.**
- **Daily Cleaning is done Grade IV staff.**
- **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 generators and does all other electrical works.
- Ashram 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 water purifier has been established in the premises to supply purified drinking water.
- The college library consists of 17998 books, 03 Journals, 27 magazines and 100 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	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/4.4.2-Established-systems-and-procedures.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

326

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

2

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**C. 2 of the above**

File Description	Documents
Link to institutional website	https://gurukulmahilacollege.com/iqac/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

40

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

73

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

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

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

NA

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

12

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The office bearers of the Gurukul Mahila College students' council for students are selected unanimously by HoDs, staff, CRs and students 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 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.**

File Description	Documents
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/4.4.2-Established-systems-and-procedures.pdf
Upload any additional information	View File

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

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

10

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The 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 the 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.

File Description	Documents
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/5.4.1-Report.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

MISSION : 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 54 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; 05 UGC (NSQF) add-on courses 13 Short-term courses; a CCD 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 40000 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 Mobile 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	Documents
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/6.2.2-AKG-_-Org-Chart-_-May-29-2020.pdf
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- **The Institution delegates authority and operational autonomy in all areas of academic performance, decision taking and implementation of academic plans and polices 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 the 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 Online 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 the Class representatives, the Principal, HoDs of departments, teaching and Administrative staff members.

File Description	Documents
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/6.1.2-List-of-Committees-2020-21.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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 students through education. The objectives of the College are driven by felicitating Govt.-scholarship to the students, introducing short-term supplementary 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 topper 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/month comes to a close and then when the new term/month 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 in shaping the students to not merely develop their latent talents and also adds to the development of the student's total personality.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/6.2.1-Institutional-Perspective-Plan-compressed.pdf
Upload any additional information	[View File](#)

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

ARYA KANYA VIDYALAYA TRUST

HONORARY SECRETARY

PRINCIPAL

HEADS OF THE DEPARTMENTS

TEACHING STAFF

ADMINISTRATIVE STAFF

CLASS REPRESENTATIVES

STUDENTS

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 Grievances 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. A suggestion box is also installed in the campus.

File Description	Documents
Paste link for additional information	https://gurukulmahilacollege.com/
Link to Organogram of the Institution webpage	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/6.2.2-AKG-_-Org-Chart-_-May-29-2020.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

- **Faculty development programmes are periodically conducted for the teaching 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 and making power-point presentations. 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.**
- **Staff and students are honoured with gifts and prizes for their academic achievements.**

File Description	Documents
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/6.3.1-Welfare-measures-compressed.pdf
Upload any additional information	View File

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

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

NA

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by

the institution for teaching and non-teaching staff during the year

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

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

24

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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.

After receiving the outcome of performance appraisal report of the staff by the Management, the self-appraisal reports are studied through a SWOT analysis. Thus, adequate measures are taken to improve quality of teaching learning process.

File Description	Documents
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/AKG-Self-Appraisal-Proforma-15.06.2021.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The Arya Kanya Vidyalaya Trust management has appointed Ranapara & Co. as Internal Auditor to audit the accounts of the Trust, Schools, College Hostel and Gurukul Mahila College 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 2020- 2021. 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.

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

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

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

300000

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The major resources and institutional funding / receipts are:

1. **Student's Admission fees, Nibhav Grant, Saptadhara & Udisha grants and UGC grants.**
2. **The institution also organizes seminars, workshops and faculty /student development training programmes.**

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

6.5 - Internal Quality Assurance System

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

IQAC A Report:

1. **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.**
2. **IQAC takes care of academic aspects, such as curricular aspects, teaching learning process, evaluation, research, academic audit and extension of community activities.**
3. **As many as 18 committees have been established to support IQAC activities and to maintain and enhance the quality assurance in the institution.**
4. **Online Parents-Alumni meet was arranged this year.**
5. **Every year the IQAC prepares Annual Quality Assurance Report (AQAR) and submits to the NAAC, Bengaluru.**

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

IQAC has made significant contribution to improve the facilities in the area of teaching performance & students progression through introduction of over 13 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	Documents
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/IQAC-Annual-Report-compressed.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and

recorded the incremental improvement in various activities

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.

All the above activities in teaching learning process have had a remarkable impact in improving quality assurance in teaching learning process.

File Description	Documents
Paste link for additional information	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/IQAC-Annual-Report-compressed.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification,	C. Any 2 of the above

NBA)

File Description	Documents
Paste web link of Annual reports of Institution	http://gurukulmahilacollege.com/wp-content/uploads/2021/09/AQAR-2019-20.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gurukul Mahila Arts & Commerce college, Porbandar is a Girls' College and hence the question of gender equity does not arise. Nevertheless within the same gender all efforts are made to ensure that fair and equal treatment is meted out to all irrespective of their colour, caste, creed, race or religion. 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 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 are organized in collaboration with various clubs such as Rotary club, Red Ribbon club, Red Cross Society 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 defense methods and promote social awareness and women safety by organizing awareness programmes on the subject of harassment.

File Description	Documents
Annual gender sensitization action plan	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/7.1.1-ANNUAL-GENDER-SENSITIZATION-ACTION-PLAN-2020-21-compressed.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://gurukulmahilacollege.com/wp-content/uploads/2021/10/Security-system-Guards-on-duty.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The following practices have been adopted towards Waste management: (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, 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: 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. (iv) Say No to Plastics - awareness programmes are conducted. (v) The

Photocopier UPS and batteries are periodically maintained by the service providers. (vi) Waste management department with an office- staff coordinator and class representatives take care of maintaining cleanliness. (vii) Efforts are being made for Rain water harvesting. As many as 03 employees have been appointed for maintaining cleanliness in the entire college campus. (viii) 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 Very alternate month. (ix) The Institution under the aegis of National Service Scheme (NSS) and Samudayik SevaDhara (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. (x) Staff and students are instructed not to waste water unnecessarily. (xi) 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.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://gurukulmahilacollege.com/wp-content/uploads/2021/11/Waste-management-compressed.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment	**B. Any 3 of the above**

with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The following Institutional efforts/initiatives are being made to provide an inclusive environment:

1. Admisson irrespective of Caste, Creed, race or religion. Education is for all.

2. Celebration of all National festivals including Christmas.

3. Active engagement with the local community through the NCC & NSS Units of the College.

4.Participation in the Saptadhara & Study-Circle activities as per the skill of the students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The following practices have been adopted towards sensitizing the students & employees: (i) Establishment of NCC & NSS Units in the Institution to fulfill our constitutional obligations: Various programmes ranging from Tree Plantation to Cleanliness & Awareness programmes are arranged all through the year. (ii) 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, using a Trolley, then dump the waste into the compost bed. (iv) 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. (v) E-waste management: 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. (iv) Say No to Plastics - awareness programmes are conducted. (vi) The Photocopier UPS and batteries are periodically maintained by the service providers. (vii) Waste management department with an office- staff coordinator and class representatives take care of maintaining cleanliness. (viii) Efforts are being made for Rain water harvesting. As many as 03 employees have been appointed for maintaining cleanliness in the entire college campus. (ix) 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. (x) The Institution under the aegis of National Service Scheme (NSS) and Samudayik SevaDhara (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. (xi) Staff and students are instructed not to waste water unnecessarily. (xii) 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.

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

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The following initiatives have been taken by the institute to make the campus eco-friendly: (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. (ii) Transport: The Institution provides Transportation facilities. The bus-service has been initiated to address the needs of the students coming from City area. 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. while travelling by the public forms of transportation (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 every-day. In fact, many young elderly people utilize the Green-ambience of the Gurukul campus for their morning and evening walks on a daily basis. (iv) 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. (v) The management has been on the front into making Green Gurukul. The college campus has over 100 plantations of Neem tees and the front quadrangle has been transformed into a beautiful garden. Above-all a Course in Environmental Studies and worshops on Environment Nursing and Environmental History are offered to the First year students since the academic year 2018-19.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

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 Rabindranath Tagore 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 prestine 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 ctivities impart among others practical lessons of Value-based educationthrough 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 students 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 & Parents more than 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	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

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. In effect, the vision, mission, objectives and programmes of the College are displayed on the notice board for visual/metal engagement and execution at all times.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

(i) To initiate new PG programmes (ii) To continue with the short-term and NSQF courses. (iii) To encourage teachers to adopt innovative teaching methodologies (iv) To organize an International Seminar on Rajratna Shresthishri N Kalidas Mehta in 2022. (v) To strengthen our linkages with other institutions and increase our tie-ups with NGOs through effective MoUs. (vii) To follow-up infrastructural developments as Construction of New Women's Hostel, Rain-Water Harvesting etc. (viii) To organize Blood-donation Camps at least once a year. (ix) To continue with our Best Practices of Study-circle and Saptdhara with greater zeal and enthusiasm.