Internal Quality Assurance Cell (IQAC)
Annual Quality Assurance Report (AQAR)

BHIKHABHAI JIVABHAI VANIJYA MAHAVIDYALAYA,

VALLABH VIDYANAGAR

Academic Year 2020-21

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University GrantsCommission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072**India

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent (PG) Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2017 to May 31, 2018)*

(with effect from academic year 2020-21)

Part – A

Data of the Institution

(Data may be captured from IIQA)

1. Name of the Institution : A Charutar Vidya Mandal's Institution Bhikhabhai Jivabhai Vanijya Mahavidyalaya

- Name of the Head of the institution: Dr. Ketaki Sheth

- Designation: Principal

- Does the institution function from own campus: YES

- Phone no./Alternate phone no.: 02692230145

- Mobile no.: 9824534277

- Registered e-mail: bjvm_vvnagar@yahoo.com

- Alternate e-mail: drketakisheth@yahoo.co.in

- Address   : Opp. Shastri Ground, Nana Bazar, Vallabh Vidyanagar -388120, Dist: Anand, State: Gujarat, India

- City/Town   : Vallabh Vidyanagar

- State/UT   : Gujarat

- Pin Code   : 388120

2. Institutional status:
- Affiliated /Constituent: Affiliated
- Type of Institution : Co-education
- Location : Semi-urban
- Financial Status: Grants-in aid
- Name of the Affiliating University: Sardar Patel University, Vallabh Vidyanagar-388120
- Name of the IQAC Coordinator: Dr. J. P Parmar
- Phone no. : 02692230145

- Alternate phone no. 02692230145
- Mobile: 9427175911
- IQAC e-mail address: bjvm51iqac@gmail.com
- Alternate Email address: johnbjvm94@gmail.com

3. Website address:

Web-link of the AQAR: (Previous Academic Year):
http://bjvm.ac.in/IQAC.php

4. Whether Academic Calendar prepared during the year?   Yes

, if yes, whether it is uploaded in the Institutional website: Yes

Web link: http://bjvm.ac.in/IQAC.php

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1^{stg}	B	2.79	2008	From:28-Mar 2008 To :23-Mar-2013
2nd	B	2.62	2015	From: 01-May-2015 To: 30-Apr-2020

6. Date of Establishment of IQAC: 27-Jul-2015

7. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Institution	Finishing School	KCG, Ahmedabad	2020-21	Rs. 50,000/-
Institution	DEDF Fund	KCG, Ahmedabad	2020-21	Rs. 50,000/-

8. Whether composition of IQAC as per latest NAAC guidelines: Yes/No:

*upload latest notification of formation of IQAC

9. No. of IQAC meetings held during the year**: 02**

IQAC Meeting   5th March, 2020   16 Members

IQAC Meeting   8th February, 2021   20 Members

Were the minutes of IQAC meeting(s) and compliance to the decisions have been
uploaded on the institutional website?
Yes/No   :   YES
(If No, please upload the minutes of the meeting(s) and Action Taken Report.)

10. Whether IQAC received funding from any of the funding agency to support

its activities during the year?   No

If yes, mention the amount: - NA   Year: 2020-21 - NA

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

* Regular meetings of Internal Quality Assurance Cell (IQAC)

* Timely submission of Annual Quality Assurance Report (AQAR) to NAAC

* Feedback from Students, Parents, Teachers and Alumni

* Participation in NIRF

* Best practices Student Induction Programme & Webinar Series 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
Up–gradation of existing computers Net speed	Upgraded Net speed from 50 mbps to 100 mbps. Due to this under COVID – 19 , Online lectures on Microsoft Teams were delivered effectively by the teachers.
Online Student Induction Programme FY B.COM.	Students Induction Programme for first year B.Com. students was organized as per UGC guidelines
Online Student Induction Programme FY BBA	Students Induction Programme for first year B.B.A. students was organized as per UGC guidelines
Webinar on "Taking Care of Mental Health during the COVID 19 Pandemic"	It was very beneficial and helpful to the students to maintain the mental health during the COVID – 19 pandemics.
Student Induction Programme Sports & NCC	Students Induction Programme for Sports and NCC for first year B.Com. and B.B.A. Students were organized.
General Awareness Quiz on COVID-19	This is our earnest effort to fight back the pandemic Corona through this COVID-19 Awareness Quiz. This prevents the spread of the disease and saving the precious life of the students.
Online Teacher's Day Celebration	The students were able to participate actively under the pandemic situation.

13. Whether the AQAR was placed before statutory body?   Yes /No: **YES**

Name of the statutory body: Charutar Vidya Mandal   Date of meeting(s): 28.01.2022

14. Whether institutional data submitted to AISHE: 27/01/2022

Yes / No : YES Year : 2020-21   Date of Submission: 28.01.2022

Extended Profile of the Institution

1. Programme:

1.1 Number of courses offered by the Institution across all programs during the year

Year	2020-21
Number	02

2. Student:

2.1 Number of students during the year.

Year	2020-21
Number	1764

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

Year	2020-21
Number	375

2.3 Number of outgoing/ final year students during the year

Year	2020-21
Number	495

3. Academic:

3.1 Number of full time teachers during the year

Year	2020-21
Number	17

3.2 Number of Sanctioned posts during the year

Year	2020-21
Number	04

4. Institution:

4.1 Total number of Classrooms and Seminar halls: 22

4.2 Total expenditure excluding salary during the year (INR in lakhs)

Year	2020-21
Expenditure	23,56,013.60

4.3 Total number of computers on campus for academic purposes: 42

PART B

Criterion 1 – Curricular Aspects

Key Indicator – 1.1 Curricular Planning and Implementation

Metric No.	
1.1.1. Q_lM	*The Institution ensures effective curriculum delivery through a well planned and documented process* Write description of initiatives in not more than 200 words **File Description** Since 2010-11, CBCS including semester system was introduced in Sardar Patel University. Academic Calendar is declared by the Sardar Patel University. Academic schedule and the action plan are planned accordingly by the institution. Annual Calendar of events accordingly is prepared by the College Committee. Academic calendar is prepared to fulfil the objectives of the curriculum delivery. Through a series of interactive activities like group discussions, power point presentations the students are given practical insight into the curriculum that helps the students to develop their high order cognitive skills such as critical analysis, problem solving, evaluation and synthesis. The following are the attempts of the college towards curriculum planning and development: - Online and offline classes were conducted during this pandemic year according to the government and university guidelines. - Preparing a planned work schedule keeping in the mind the weightage given for each paper and the number of hours allotted as per the university norms. - Reports in the courses of Industry Exposure and Comprehensive Project were prepared by the students under the guidance of concerned faculty and circular issued by Sardar Patel University. - Internet based activities (webinars) were conducted throughout the year. - Assignments were submitted by the students through online and offline mode. - CSDS were conducted through online and offline mode for M. Com final year students. - Work Diary, Teaching plans and course completion are maintained. . **File Description** - Upload relevant supporting document Link for Additional information

1.1.2. **Q$_l$M**	*The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)* Write description in maximum of 200 words The college adheres to academic calendar provided by the University for Conduction of Continuous Internal Evaluation System. The schedule of external examination is fixed by the University and the same is displayed on notice board for students. In case of any change in the University schedule it is communicated to the students well in advance. However, all efforts are made by the Institute to adhere to the academic calendar for CIE. The assessment is done through various means including written tests and MCQ based quizzes. Internal Exams are conducted in each semester before university exams. Internal marks are displayed on college notice board. After assessment, answer scripts are shown to the students. The continuous assessment provides feedback on teaching learning process. The feedback received are being analyzed and passed back to the concerned for implementation and subsequent improvement. The regular monitoring is done by the Examination coordinator. The academic calendar indicates the semester wise teaching days, admission period, examination and evaluation period as per the university and UGC guidelines. The total working days, as provided by the university are around 240 days and out-of-them 180 days are reserved for teaching work. . **File Description** • Upload relevant supporting document • Link for Additional information
1.1.3. **Q$_n$M**	*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* | Year	2020-21
Number	15 | 1. Academic council/BoS of Affiliating University 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University **Options** 1. **All of the above** 2. Any 3 of the above 3. Any 2 of the above 4. Any 1 of the above 5. None of the above

	Data requirement: (As per Data Template)
	• Number of teachers participated • Name of the body in which full time teacher participated • Total number of teachers Documents: Upload the scanned copies of the letters issued by the affiliating university / institutions w.r.t the activity in which the teachers are involved. **File Description:** • Details of participation of teachers in various bodies/activities provided as a response to the metric • Any additional information

Key Indicator- 1.2 Academic Flexibility

Metric No.	
1.2.1. **QₙM**	*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. <table><tr><td>**Year**</td><td>2010-11</td></tr><tr><td>**Number**</td><td>02</td></tr></table> Data Requirement: (As per Data Template) • Name of all Programmers adopting CBCS • Name of all Programmes adopting elective course system **File Description (Upload)** • Any additional information • Minutes of relevant Academic Council/ BOS meetings • Institutional data in prescribed format (Data Template)
1.2.2. **QnM**	*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)* *The template is combined with 1.2.3* <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>03</td></tr></table> • *Names of the Add on /Certificate programs with 30 or more contact hours* • *No. of times offered during the same year* • *Total no. of students completing the course in the year* *File Description (Upload)* • *Any additional information* • *Brochure or any other document relating to Add on /Certificate programs* • *List of Add on /Certificate programs (Data Template)*
1.2.3 **QₙM**	*Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year* 1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs during the year <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>212</td></tr></table> Data Requirement: (As per Data Template) • Total number of students enrolled in certificate / Add –on programs • Total number of students across all the programs **File Description(Upload)** • Any additional information • Details of the students enrolled in Subjects related to certificate/Add-on programs

Key Indicator- 1.3 Curriculum Enrichment

Metric No.	
1.3.1. **Q₁M**	*Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum* Upload a description in maximum of 200 words. The institution integrates cross cutting issues relevant to business ethics, social entrepreneurship, environment and sustainability into the curriculum. The college teachers engage the students in various activities through Expert lectures, N.S.S., and N.C.C. programmes. **Environmental Awareness:** Environment awareness is inculcated in students. Environment studies course is a part of the curriculum of the institution. The said course includes the units such as, Scope & Nature of Environment Science, Natural Resources, Eva-System, Bio-Diversity, Pollution, and Social Issues & Population. Environment day is celebrated with enthusiasm. NSS students along with other college students participate in tree plantation and cleanliness programs. We make student aware about the importance of preserving the environment. Workshops & expert talks are organised on Environment Awareness and related issues. **Business ethics:** Business ethics are taught to students as part of their holistic development. Importance for group work and imbibing leadership is being taught. **Social entrepreneurship:** Social entrepreneurship identify areas of our economy/society where social entrepreneurs work, identify characteristics of successful social entrepreneurs, discuss how social entrepreneurship can contribute to whole systems healing, formulate a vision, keeping in mind that it needs to be feasible in complex systems, Understand the role of women entrepreneurship in different facets of society, Know the various livelihood supports for women Employment opportunities, Elucidate the role of various developmental schemes supporting women entrepreneurship, to develop understanding about Entrepreneurship in Rural Context, to develop entrepreneurial skills in the rural youth, & to explore and identify rural potential for a business idea. **Disaster management:** Provide basic conceptual understanding of disasters and its relationships with development, to gain understand approaches of Disaster Risk Reduction and the relationship between vulnerability, disasters, disaster prevention and risk reduction.

	File Description (Upload) • Any additional information • Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	

1.3.2. **QₙM**	*Number of courses that include experiential learning through project work/field work/internship during the year* 1.3.2.1 : Number of courses that include experiential learning through project work/field work/internship during the year	

Year	2020-21
Number	02

Data requirement for year: (As per Data Template)
• Name of the Course
• Details of experiential learning through project work/field work/internship
• Name of the Programme

File Description:
• Any additional information
• Programme / Curriculum/ Syllabus of the courses
• Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses
• MoU's with relevant organizations for these courses, if any
• Number of courses that include experiential learning through project work/field work/internship (Data Template)

1.3.3. **QₙM**	*Number of students undertaking project work/field work/ internships* 1.3.3.1. Number of students undertaking project work/field work/ internships	

Year	2020-21
Number	123

Data Requirement : (As per Data Template)
• Name of the programme
• No. of students undertaking project work/field work /internships
File Description:(Upload)
• Any additional information
• List of programmes and number of students undertaking project work/field work/ /internships (Data Template)

Key Indicator- 1.4 Feedback System

Metric No.	

1.4.1.
 	
Q_nM
	Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
	    1) Students 2)Teachers 3)Employers 4)Alumni
	
	Options:
	  A. All of the above
	  B. Any 3 of the above
	  C. Any 2 of the above **Choose any one**
	  D. Any 1 of the above
	  E. None of the above
	Data Requirement:
	Report of analysis of feedback received from different stakeholders
	
	Link:
	
	File Description
	  • URL for stakeholder feedback report
	  • Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)
	  • Any additional information(Upload)
	  (Note: Data template is not applicable to this metric)

1.4.2
 	
Q_nM
	Feedback process of the Institution may be classified as follows:
	Options:
	  A. Feedback collected, analyzed and action taken and feedback available on website
	  B. Feedback collected, analyzed and action has been taken
	  C. Feedback collected and analyzed
	  D. Feedback collected
	  E. Feedback not collected
	Documents:
	Upload Stakeholders feedback report, Action taken report of the institute on it as stated in the minutes of the Governing Council, Syndicate, Board of Management
	File Description
	  • Upload any additional information
	  • URL for feedback report
	  (Note: Data template is not applicable to this metric)

Criterion 2- Teaching- Learning and Evaluation

Key Indicator- 2.1 Student Enrolment and Profile

Metric No.	
2.1.1. **QnM**	**Enrolment Number** Number of students admitted during the year <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>705</td></tr></table> 2.1.1.1. Number of sanctioned seats during the year <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>768</td></tr></table> Data Requirement last completed academic year. • Total number of Students admitted • Total number of Sanctioned seats File Description: • Any additional information • Institutional data in prescribed format
2.1.2. **Q$_n$M**	***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 <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>368</td></tr></table> Data requirement for year: (As per Data Template) • Number of Students admitted from the reserved category • Total number of seats earmarked for reserved category as per GOI or State government rule **File Description: (Upload)** • Any additional information • Number of seats filled against seats reserved (Data Template)

Key Indicator - 2.2. Catering to Student Diversity

Metric No.	
2.2.1. Q_lM	*The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners* Write description in maximum of 200 words The Institution undertakes many efforts to identify and address the needs of both slow and advanced learners. The marks obtained by prospective students at the previous qualifying examination are carefully considered at the time of admission. Students are continually assessed through internal tests, classroom involvement, presentations, assignments, etc. These methods help in identifying both slow and advanced learners. Due to Pandemic situation, we are not able to conduct the meeting of slow learners and advanced learner but we had identified them on the basis of first internal test result. Throughout the year we had conducted counseling and online meeting with the students. Through counseling we had motivated our students to secure rank at the University Examination and many students have secured position in top ten ranks at university examination. Numbers of Webinars are arranged by the institution to develop the skills of the students throughout the year. Study Material is provided to the students. Students were allowed to contact the faculty members virtually if they had any doubt in any subject. Faculty members use a bilingual method in the initial weeks so that the students do not feel left out because a large number of our students come from rural areas and from Gujarati medium schools. **File Description:** • Past link for additional Information • Upload any additional information
2.2.2. Q_nM	*Student- Full time teacher ratio (Data for the latest completed academic year)* <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number of Students**</td><td>1764</td></tr><tr><td>**Number of teachers**</td><td>17</td></tr></table> **AISHE: 1764** Data requirement: • Total number of Students enrolled in the Institution • Total number of full time teachers in the Institution Formula: Students: teachers 115:1 **File Description (Upload)** • Any additional information **(Note: Data template is not applicable to this metric)**

Key Indicator - 2.3. Teaching- Learning Process

Metric No.	
2.3.1. **Q₁M**	*Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences* Upload a description in maximum of 200 words The Institution has endeavored to create an environment which is conducive to learning. Methods such as participative learning, brainstorming, case studies, industrial visits, Presentation, Problem solving methods, etc. are used for enhancing learning of students. Most of the faculty members employ the conventional lecture method as the main mode of teaching, as it permits an in-depth exposition of the syllabus. The lectures are intermixed with classroom discussion and real-life/current examples which serve to bring the content "alive" in situation. Besides lecture method Participatory learning is encouraged by giving students, class presentation assignments, using library resources as well as the Internet, giving students an opportunity to organize and enhance their knowledge. Students' thought processes are developed through class participation, case discussion, quizzes, group discussions, practical application of theory through project work, etc. All this ensures students life-long learning and knowledge management. Learning is made student-centric by Interactive learning through participation of students in seminars, workshops and giving presentation. Expert's lecture are arranged in many subjects for better understanding of the subjects and webinars on current issues and topics are organized throughout the year. By using this effective teaching Pedagogy the knowledge, skills, values, positive and constructive attitudes of the students are developed. **File Description:** • Upload any additional information • Link for additional information

2.3.2. **Q₁M**	*Teachers use ICT enabled tools for effective teaching-learning process.* Write description in maximum of 200 words Our campus is Wi-Fi enabled which facilitate ICT access to all students and faculty members. 8 class-rooms are equipped with audio-visual facilities to enable multi-media-based learning. Teachers made a swift transition from classroom to online teaching during the lockdown due to COVID-19 pandemic. Platforms such as Zoom, Microsoft Teams, Cisco Webex, etc. were used to create virtual classrooms. Communication to the students and parents from the institutes was made through WhatsApp. Teachers use social media platforms like WhatsApp and Telegram to connect with the students individually and in groups beyond the classroom for giving extra information, conducting webinars and other extracurricular activities. and support to students. Students submit their assignments online this year. The institutes have computer lab with liberal access for students. Students are encouraged to prepare presentations, assignments and project using MSWord, MS Power point, MS Excel, and other ICT tools. Online modes like Email, WhatsApp, and Telegram are used to collect assignments, conduct tests as well as for sharing notes, practice questions and other e-resources. Online classes were conducted by all the faculties during COVID-19 pandemic situation. Using PPT through the use of ICT in educational work, most of the teachers make the learning process easier and more interesting. Teachers use ICT enabled tools for effective teaching-learning process during online classes. **File Description** • Upload any additional information • Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.
2.3.3. **QₙM**	*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 Number of students assigned to each Mentor | Year	2020-21
Number of mentors	16 | Excluding Principal Formula: Mentor : Mentee 110:1 **File Description** • Upload, number of students enrolled and full time teachers on roll. • Circulars pertaining to assigning mentors to mentees • mentor/mentee ratio **(Note: Data template is not applicable to this metric)**

Key Indicator- 2.4 Teacher Profile and Quality

Metric No.	
2.4.1. **QₙM**	*Number of full time teachers against sanctioned posts during the year* {| **Year**	2020-21
Number	17 |} Data requirement for year (As per Data Template) • Number of full time teachers • Number of sanctioned posts **File Description (Upload)** • full time teachers and sanctioned posts for year (Data Template) • Any additional information • List of the faculty members authenticated by the Head of HEI
2.4.2. **QₙM**	*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)* ***D.N.B*** 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 {| **Year**	2020-21
Number	11 |} Data requirement for year: (As per Data Template) • Number of full time teachers with PhD./ D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. /D.Litt. • Total number of full time teachers **File Description (Upload)** • Any additional information • 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)
2.4.3. **QₙM**	*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 {| **Year**	2020-21
Number	241 |} Data requirement for year (As per Data Template) {| **Year**	2020-21
Number	17 |} • Name and Number of full time teachers with years of teaching experiences **File Description: (Upload)** • Any additional information • List of Teachers including their PAN, designation, dept. and experience details(Data Template)

Key Indicator - 2.5. Evaluation Process and Reforms

Metric No.	

2.5.1.
 	
Q_lM
	Mechanism of internal assessment is transparent and robust in terms of frequency and mode
	
	Upload a description not more than 200 words
	
	Our institute is affiliated to Sardar Patel University and norms of the internal examination are followed according to the regulations formulated at University level in all the matters pertaining to syllabi, examination and evaluation.
	Centralised Internal assessment system has been adopted by the institute, but due to pandemic MCQ based online internal examination was conducted and results were sent in classwise WhatsApp group.
	Institute has a transparent and continuous internal assessment system. 30% at F.Y and S.Y level and 40% marks at T.Y level in each paper are awarded through internal assessment while the remaining 70% and 60% are awarded by University on the basis of performance of students in semester-end examinations.
	The internal assessment for FY and SY is carried out through a mechanism specified by the University 5 marks are awarded on the basis of attendance and are calculated as per university rules. 5 marks are awarded on the basis of assignments. 20 marks are awarded on the basis of online MCQ based internal exam conducted by the college. The internal assessment for TY is carried out through a mechanism specified by the University 6 marks are awarded on the basis of attendance and are calculated as per university rules. 7 marks are awarded on the basis of assignments and 7 marks are awarded on the basis of presentations. 20 marks are awarded on the basis of online MCQ based internal exam conducted by the college. Students are informed about the date and syllabus of the test well in advance. Students are also informed about the criteria for internal assessment and continuous evaluation during the Student Induction Programme.
	Continuous evaluation is incorporated into teaching plans. Principal holds meetings to ensure that teachers take regular assignments, presentations, etc. as a part of the initiative taken by the college for effective evaluation of the students. Institute's internal assessment is highly transparent.
	.
	File Description:
	   • Any additional information
	   • Link for additional information

2.5.2. **Q₁M**	*Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient* Upload a description not more than 200 words Institute has a robust mechanism to ensure that the process assessment is transparent, efficient and in the best interest of students. The institute has Programme Coordinators and Examination Committee, which undertakes necessary measures to ensure objectivity and transparency in the process. Notifications are displayed on the college WhatsApp group and on institute notice boards to communicate information related to internal exam and assessment to students. Answer scripts of internal tests with scheme of marking are submitted by the teachers and discussed with students after evaluation. They may raise their grievances regarding the marks awarded to them with the faculty concerned. In cases if students' grievances are not addressed satisfactorily students are free to approach their subject teacher-in-charge within 3 days for Redressal. But due to COVID 19 Pandemic situation in 2020-21 Online MCQ based internal exam was conducted. The final internal assessment is verified and signed by the students and then it is uploaded on the University Portal. **File Description:** • Any additional information • Link for additional information

Key Indicator- 2.6 Student Performance and Learning Outcome

Metric No.	
2.6.1. **Q₁M**	*Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.* Describe Course Outcomes (COs) for all courses and mechanism of communication within a minimum of 200 characters and maximum of 200 words Programme outcomes encompasses a broad spectrum of knowledge, skills, abilities and attitudes that students acquire during the pursuit of graduate and post-graduate programmes. Institute offers two programmes BCom. and BBA, each of them with unique and well-defined outcomes. The specific learning outcomes of various courses are built into the curriculum of each discipline and are available on the University website. However, college also have some common outcomes that are summarized here: • Institute has created an ecosystem for learning beyond the classroom and through numerous other co-curricular and extracurricular activities. • Students are taught to identify, formulate and analyze real life problems, design and develop solutions and reach valid conclusions using basic principles of their subjects. • Enhancing their communication skills allows them to exchange ideas, thoughts, knowledge and information effectively in the language of their choice. • We empower students to become future teachers, entrepreneurs. soldiers and administrators with motivation. **Mechanism of communication of Programme and Course Outcomes:** The Institute has well-designed and effective mechanisms to communicate programme and course outcomes to all stakeholders, which are: • Fresh applicants can get the requisite information from the Institute's website, the Admission Committee, Counselling Cell and Students' Help Desk. • The programme outcomes and course outcomes are outlined during the Student Induction Programme organized in each academic year. • Students are provided opportunities to interact with senior students and alumni to learn from their experiences and career paths, so that they are encouraged and motivated to sketch similar roadmaps for their own future. **File Description:** • Upload any additional information • Past link for Additional information • Upload COs for all courses (exemplars from Glossary)

2.6.2. **Q₁M**	*Attainment of Programme outcomes and course outcomes are evaluated by the institution.* Describe the method of measuring the level of attainment of POs , PSOs and COs in not more than 200 words The POs, PSOs and COs of the relevant courses of the College are assessed through direct and indirect methods. **Direct Method:** • In direct assessment, the course outcome is assessed through internal examinations and a final examination at the end of the semester. • The questions for the internal examinations are framed in line with course outcomes and the attainment is assessed from the answer scripts. The results of the final examinations are used to measure their attainment of POs and COs. • The overall Course Outcome is calculated by taking the average of percentage attainment of internal assessment and final examination. Computing all COs attainment enables the assessment of POs attainment. **Indirect Method:** • The indirect method of assessment is done through feedback collected from the outgoing students at the end of the course. • The suggestions and recommendations regarding corrective measures towards the improvement of programme outcomes are communicated to the University through board meetings. Proportional weightage is given to every portion in a paper as the questions asked in internal exams and assignments are mostly aligned with the Course Outcome of the respective subject. • The college has the following mechanism to analyze data on the student performance and learning outcomes to use it for planning and overcoming barriers of learning: 1. Result analysis, 2. Student Counselling, 3. Identification of slow and advance learners, 4. Feedback mechanism and action-taken report. **File Description:** • Upload any additional information • Paste link for Additional information

2.6.3.	*Pass percentage of Students during the year*
QₙM	

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

2.6.3.2. Total number of final year students who appeared for the university examination during the year

Previous completed academic year	
Number of students appeared	**488**
Number of students passed	**360**

Data Requirement (As per Data Template)
- Programme code
- Name of the Programme
- Number of Student appeared
- Number of Students passed
- Pass percentage

File Description
- Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)
- Upload any additional information
- Paste link for the annual report

Key Indicator- 2.7 Student Satisfaction Survey

Metric No.	
2.7.1 **QₙM**	*Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)*

Criterion 3- Research, Innovations and Extension

Key Indicator 3.1- Resource Mobilization for Research

Metric No.	
3.1.1. **QₙM**	*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) <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**(INR in Lakhs):**</td><td>NIL</td></tr></table> Data requirement for year: (As per Data Template) • Name of the Project/Endowments • Name of the Principal Investigator • Department of Principal Investigator • Year of Award • Funds provided • Duration of the project • Name of the Project/Endowments **File Description(Upload)** • Any additional information • e-copies of the grant award letters for sponsored research projects /endowments • List of endowments / projects with details of grants(Data Template)
3.1.2 **QₙM**	*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 <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**(INR in Lakhs):**</td><td>NIL</td></tr></table> Data requirement for year: (As per Data Template) • Name of Principal Investigator • Duration of project • Name of the research project • Amount / Fund received • Name of funding agency • Year of sanction • Department of recipient **File Description(Upload)** • List of research projects and funding details (Data Template) • Any additional information • Supporting document from Funding Agency • Paste link to funding agency website

3.1.3 **QnM**	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

Year	2020-21
Number of teachers	17

Data Requirements: (As per Data Template)
- Name of the workshops /seminars
- Number of Participants
- Date (From-to)
- Link to the activity report on the website

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

Key Indicator 3.2- Research Publication and Awards

Metric No.	
3.2.1. **QnM**	*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 | Year	2020-21
Number	11 | Data Requirement: (As per Data Template) • Title of paper • Name of the author/s • Department of the teacher • Name of journal • Year of publication • ISBN/ISS Number **File Description (Upload)** • Any additional information • List of research papers by title, author, department, name and year of publication (Data Template)
3.2.2. **QnM**	*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 | Year	2020-21
Number	07 | Data requirement for year: (As per Data Template) • Name of the teacher: Title of the paper Title of the book published: Name of the author/s : Title of the proceedings of the conference • Name of the publisher: National/International • National/International : ISBN/ISSN number of the proceedings • Year of publication: **File Description: (Upload)** • Any additional information • List books and chapters edited volumes/ books published (Data Template)

Key Indicator 3.3- Extension Activities

Metric No.	
3.3.1. **Q₁M**	*Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year* Describe the impact of extension activities in sensitizing students to social issues and holistic development within a maximum of 200 words. To sensitize the students to social issues, for their holistic development and to make them aware about the social responsibility, various activities and programmes are organized by NSS Unit, NCC Unit and Women Cell. The NSS Unit of the Institute conducts extension activities to develop the strong sense of social service among the students for the betterment of the society and nation. The students are encouraged to participate in various community development programs to develop their personality. The major initiatives by NSS in these areas are: • Blood Donation Drive in a time of COVID- 19 Pandemic (7th April to Lockdown 3.0). • Packing and Distribution of Ayurvedic Medicine 'Galo Ghanvati Tablet' in association with C-to-C Parivar-Anand and Anand District Administration at the time of COVID -19 Pandemic. • Webinar on 'Water Conservation' in association with Voluntary Nature Conservancy, Vallabh Vidyanagar. • COVID-19 Awareness Programme through YouTube Video. • Aarogya Setu Application Download - Awareness Drive. • Face-Masks Preparation & Distribution. • Service in Revision of Electoral Roll 2021. Leadership, comradeship, self-discipline, a secular outlook, the spirit of adventure and ideals of selfless service are nurtured among NCC students. Due to pandemic situation and guidelines by the Government it was not possible to conduct NCC activities. The Women Cell of the college organizes various activities to provide a friendly environment to the female students and faculty members so that they can explore their capabilities to the fullest and focus towards their progress and betterment. Due to pandemic institution was restricted to perform the activities at college has conducted online activities lockdown This year, many of the activities were conducted online and non-availability of the students at college due to lockdown. **File Description:** • Paste link for additional information • Upload any additional information

3.3.2. **QnM**	*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. **Year** — 2020-21 **Number** — 02 Data requirement for year: (As per Data Template) • Name of the activity • Name of the Award/recognition • Name of the Awarding government/ government recognized bodies • Year of the Award **File Description: (Upload)** • Any additional information • Number of awards for extension activities in last 5 year (Data Template) • e-copy of the award letters
3.3.3. **QnM**	*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 **Year** — 2020-21 **Number** — 10 Data Requirements (during the year) (As per Data Template) • Name and number of the extension and outreach Programmes • Name of the collaborating agency: Non-government, industry, community with contact details **File Description (Upload)** • Reports of the event organized • Any additional information • Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)

3.3.4. **QnM**	*Number of students participating in extension activities at 3.3.3. above during the year*
	3.4.4.1. 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

Year	2020-21
Number	517

Data Requirements for last (during the year) (As per Data Template)
- Name of the activity
- Name of the scheme
- Year of the activity
- Number of teachers participating in such activities
- Number of students participating in such activities

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

Key Indicators 3.4 – Collaboration (20)

Metric No.	
3.4.1. **QnM**	**The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year** | Year	2020-21
Number	NIL | • Number of linkages for faculty exchange, student exchange, internship, field trip, on-the- job training, research etc during the year Data Requirements: (during the year)(As per Data Template) • Title of the linkage • Name of the partnering institution /industry/research lab with contact details • Year of commencement • Duration(From-To) • Nature of linkage **File Description: (Upload)** • e-copies of linkage related Document • Any additional information Details of linkages with institutions/industries for internship (Data Template)
3.4.2. **QnM**	*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 | Year	2020-21
Number	08 | Data requirement for year : (As per Data Template) • Organization with which MoU is signed • Name of the institution/industry/corporate house • Year of signing MoU • Duration • List the actual activities under each MoU • Number of students/teachers participating under MoUs **File Description:** • e-Copies of the MoUs with institution./ industry/corporate houses • Any additional information • Details of functional MoUs with institutions of national, international importance, other universities etc during the year

Criterion 4 - Infrastructure and Learning Resources

Key Indicator – 4.1 Physical Facilities

Metric No.	
4.1.1. **Q₁M**	*The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.* Describe the adequacy of infrastructure and physical facilities for teaching –learning as per the minimum specified requirement by statutory bodies within a maximum 200 words Response: The college has a huge campus with 2.224 acre of land with greenery. College offers B.Com. and B.B.A. undergraduate programmes. The college is well equipped with following teaching-learning facilities: **Classroom Facilities:** • 19 classrooms are ICT enabled & 8 of them equipped with Multimedia. • All classrooms have Wi-Fi/LAN facilities. • Classrooms are well-ventilated, spacious, and equipped with black/white and Green boards with adequate furniture. • The college has one well equipped seminar hall with sitting capacity of 120. **Computer Facilities:** • A Computer Center with 42 computers with LAN, multimedia and Internet facility. • The administrate office and library are also having computers. • Total computers in college are 101, Printer 7, Inverter 2, laptop 4 & WIFI-Router 3. **Other Facilities:** • Separate cabins are for various cells. • Separate spacious office for the Controller of Examinations. • Ramps & sanitary facilities. • College has a lush green garden with variety of plants and trees. Maintenance of garden is done by management. • College has separate vehicle parking areas for boys, girls and staff. • Canteen facility for students and staff in the campus, separate Girls Room, adequate number of washrooms for boys, girls and staff. • Girls Hostel and Boys' hostels are in the campus managed by CVM. • Placement Cell for the students. **File Description:** • Upload any additional information • Paste link for additional information

4.1.2. QlM	*The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.* Describe the adequacy of facilities for sports, games and cultural activities which include specification about area/size, year of establishment and user rate within a maximum of 200 words

Along with academic development of the student, the college takes care of physical fitness. The Physical Instructor conducts intercollegiate tournaments and Annual Sports Day every year.

Apart from the athletics and individual events, the institution has teams for football, Kho-Kho, Kabaddi, volleyball, Basketball, badminton and handball.

Sports Facilities are provided by Managing Trust:
- Spacious playground for athletics and outdoor games.
- Standard Basketball court and a badminton court.
- Cricket ground with matting and pitches.
- Separate Room for indoor games like Chess, Carrom and Table tennis.
- Sports equipments, kits and sportswear for the team members.
- Fitness centre (Gymnasium) for staff and students.
- Moveable rifle shooting training range.

Yoga:
Yoga Training Program is organized well in advanced for Celebration of International Yoga Day every year.

Cultural:
The cultural committee focus on improving the skills of students under the guidance of faculty incharge. The college organizes cultural events regularly. College also takes part in university Youth Festival every year. College also organizes Musical Morning, Musical Evening (Bhajan Sandhya), Patriotic song competition and celebrations of different days.

File Description
- Upload any additional information
- Paste link for additional information

4.1.3. QnM	*Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.* 4.1.3.1 : Number of classrooms and seminar halls with ICT facilities

Year	2020-21
Number of Classrooms	22

Data Requirements: (As per Data Template)
- Number of classrooms with LCD facilities
- Number of classrooms with Wi-Fi/LAN facilities
- Number of smart classrooms
- Number of classrooms with LMS facilities
- Number of seminar halls with ICT facilities

File Description
- Upload any additional information
- Paste link for additional information

	• Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)

4.1.4. **QₙM**	*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) <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**(INR in Lakhs)**</td><td>**23,56,013.60**</td></tr></table> Data Requirements : (during the year) (As per Data Template) • Expenditure for infrastructure augmentation • Total expenditure excluding salary **File Description:** • Upload any additional information • Upload audited utilization statements • Upload Details of budget allocation, excluding salary during the year (Data Template)

Key Indicator – 4.2 Library as a learning Resource

Metric No.	
4.2.1. **QlM**	**Library is automated using Integrated Library Management System (ILMS)** Data requirement for year: Upload a description of library with, • Name of ILMS software • Nature of automation (fully or partially) • Version • Year of Automation Name of ILMS software: SOUL 2.0 Nature of automation (fully or partially): partially Version: 2.0 Year of Automation: 2008 The library is Partially automated since 2008 and all the books are having Barcode. The process of book - issue/return transaction becomes easy. All students and staff members have been issued Identity card. The library uses UGC. INFLIBNET SOUL software. It is useful in services like circulation, serial control, OPAC, administration, etc. Library uses SOUL 2.0 Software to manage and circulate the books to the users. **File Description:** • Upload any additional information • Paste link for Additional Information
4.2.2. **QnM**	***The institution has subscription for the following e-resources*** 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access toe-resources **Options:** A. Any 4 or more of the above B. Any 3 of the above C. Any 2 of the above D. Any 1 of the above E. None of the above Data requirement for year: (As per Data Template) • Details of membership: • Details of subscription: **File Description:** • Upload any additional information • Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)

4.2.3 QnM	*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)

Year	2020-21
(INR in Lakhs)	76,108

Data requirement for year: (As per Data Template)
- Expenditure on the purchase of books/e-books
- Expenditure on the purchase of journals/e-journals in during the year
- Year of Expenditure:

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

4.2.4 QnM	*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
Data Requirement
- **Upload last page of accession register details**
- Method of computing per day usage of library
- Number of users using library through e-access
- **Number of physical users accessing library**

File Description(Upload)
- Any additional information
- Details of library usage by teachers and students

The HEI is requested to calculate the teachers and students usage library per day.
Average usage of the library by the college = Total no. of teachers & students in each day for all working days / Total no. of working days
Faculties: 03 per day
Students: 31 per day

(Note: Data template is not applicable to this metric)

Key Indicator- 4.3 IT Infrastructure

Metric No.	
4.3.1. **Q_lM**	*Institution frequently updates its IT facilities including Wi-Fi* Describe IT facilities including Wi-Fi with date and nature of updating within a maximum of 200 words Since the IT revolution, all sectors, including education uses computers and projectors. They have heralded sweeping changes in the way teaching, administration and managing data. The college updates IT infrastructure as and when required. Today, we have 101 computers different places at the college. This also includes 06 computers in the college library. The campus has also been made WI-FI. We do have a separate Internet lab. We have also distributed tablets supplied by the Govt. to students at subsidized rates. College has four laptops which the staff can take to classrooms. At the same time, 08 classrooms are equipped with multimedia projectors. The college library is also partially computerized with SOUL 2 software. **File Description** • Upload any additional information • Paste link for additional information
4.3.2. **QnM**	*Student – Computer ratio* Number of students: Number of Computers Data Requirements: • Number of computers in working condition: 42 • Total Number of students: 1764 **File Description** • Upload any additional information • Student – computer ratio Ratio-1:23:5 **(Note: Data template is not applicale to this metric)**
4.3.3. **QnM**	*Bandwidth of internet connection in the Institution* Options: **A. ≥ 50MBPS** B. 30 - 50MBPS C. 10 - 30MBPS D. 10 - 5MBPS E. < 5MBPS Data Requirement: • **Available internet band width** **File Description** • Upload any additional Information • Details of available bandwidth of internet connection in the Institution **(Note: Data template is not applicable to this metric)**

Key Indicator – 4.4 Maintenance of Campus Infrastructure

Metric No.	
4.4.1 **QnM**	*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) <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**(INR in Lakhs)**</td><td>463378</td></tr></table> Data Requirement: (As per Data Template in Section B) • Non salary expenditure incurred • Expenditure incurred on maintenance of campus infrastructure **File Description:** • Upload any additional information • Audited statements of accounts. • Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)
4.4.2. **Q₁M**	*There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.* Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 200 words The college has established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, computers, classrooms etc. **Response:** Purchase and Maintenance procedure is regulated by our Trust Charutar Vidya Mandal. **Library:** Library is partially computerized & it is equipped with SOUL 2.0 software. Any issues/problems regarding software package we call them for service. They provide us quick service by online or by physically. Pest control is done in library regularly for preserving books safe from termites and Silverfish. fire extinguishers are kept in library for fire emergencies. **Electricity & Physical facilities:** Electricity and physical facilities related maintenance is taken care by the Estate Department of Managing Trust regularly as per requirements. College has various equipment like, 3 photocopier machines, printers, fire extinguishers, CCTV cameras, Audio system, Digital Camera, Inverter, etc. Academic, IT Facility and support facilities: The maintenance contract of the IT equipments is given to Ttech Elecon Engineering Ltd, V V Nagar. **Class rooms:**

The Class rooms are kept neat and clean by our college sweepers.

Copy of Contracts
Expenditure statements
Purchase and Maintenance are regulated by our trust Charutar Vidya Mandal.

Sports Facility:
Physical Instructor monitor the maintenance of Sports Facilities. The equipment in Indoor and Outdoor Gymnasium are regularly serviced and purchase new ones whenever required.

Security Services
The maintenance of security services has been out-sourced.

File Description:
- Upload any additional information
- Paste link for additional information

Criterion 5- Student Support and Progression

Key Indicator- 5.1 Student Support

Metric No.	
5.1.1 **Q_nM**	*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 Response | Year	2020-21
Number	503 | Data Requirement: (As per Data Template) • Name of the Scheme • Number of students benefiting **File Description:** • Upload self-attested letter with the list of students sanctioned scholarship • Upload any additional information • Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)
5.1.2. **QnM**	*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 | Year	2020-21
Number	42 | Data requirement for year: (As per Data Template) • Name of the Scheme with contact information • Number of students benefiting **File Description:** • Upload any additional information • Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)

5.1.3. QnM	*Capacity building and skills enhancement initiatives taken by the institution include the following*
	
	   1. *Soft skills*
	   2. *Language and communication skills*
	   3. *Life skills (Yoga, physical fitness, health and hygiene)*
	   4. *ICT/computing skills*
	 Options:
	   A. All of the above
	   B. 3 of the above
	   C. 2 of the above
	   D. 1 of the above
	   E. none of the above
	 Data Requirement: (As per Data Template)
	 • Name of the capability building and skills enhancement initiatives
	 • Year of implementation
	 • Number of students enrolled
	 • Name of the agencies involved with contact details
	 File Description (Upload)
	 • Link to Institutional website
	
	 • Any additional information
	
	 • Details of capability building and skills enhancement initiatives (Data Template)

5.1.4. QnM	*Number of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the year* 5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>171</td></tr></table> Data requirement for year: (As per Data Template) • Name of the scheme • Number of students who have passed in the competitive exam • Number of students placed **File Description (Upload)** • Any additional information • Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)

5.1.5.
 	
QnM
	The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases
	
	    1. Implementation of guidelines of statutory/regulatory bodies
	    2. Organization wide awareness and undertakings on policies with zero tolerance
	    3. Mechanisms for submission of online/offline students' grievances
	    4. Timely redressal of the grievances through appropriate committees
	 Options:
	    A. All of the above
	    B. Any 3 of the above
	    C. Any 2 of the above
	    D. Any 1 of the above
	    E. None of the above
	Data Requirement:
	Upload the grievance redressal policy document with reference to prevention of sexual harassment committee and anti-ragging committee, constitution of various committees for addressing the issues, minutes of the meetings of the committees, number of cases received and redressed.
	
	Our institution has implemented the Grievance Redressal policy from the beginning to take proactive measures so that sexual harassment and ragging do not find any place. Women cell organizes different programmes to create awareness among boys and girls regarding this. We are pleased to notice that not a single case of sexual harassment and ragging reported in the campus.
	The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is a legislative Act in India that seeks to protect women from sexual harassment at their place of work.
	
	 File Description (Upload)
	    • Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee
	    • Upload any additional information
	    • Details of student grievances including sexual harassment and ragging cases
	(Note: Data template is not applicable to this metric)

Key Indicator- 5.2 Student Progression

Metric No.	
5.2.1 **QnM**	*Number of placements of outgoing students during the year* 5.2.1.1: Number of outgoing students placed during the year <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>44</td></tr></table> Data requirement for year (As per Data Template) • Name of the employer with contact details • Number of students placed **File Description (Upload)** • Self-attested list of students placed • Upload any additional information Details of student placement during the year (Data Template)
5.2.2. **QnM**	*Number of students progressing to higher education during the year* 5.2.2.1. Number of outgoing student progression to higher education <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>170</td></tr></table> Data Requirement: (As per Data Template) Number of students proceeding from • UG to PG: • PG to MPhil: • PG to PhD: • MPhil to PhD: • PhD to Postdoctoral: **File Description (Upload)** • Upload supporting data for student/alumni • Any additional information • Details of student progression to higher education

5.2.3. **QnM**	*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

Year	2020-21
Number	07

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) during the year

Year	2020-21
Number	16

Data requirement for year: (As per Data Template) Number of students selected to
- JAM
- CLAT
- NET
- SLET
- GATE
- GMAT
- CAT
- GRE
- TOEFL
- Civil Services
- State government examinations

File Description (Upload)
- Upload supporting data for the same
- Any additional information

Number of students qualifying in state/ national/ international level examinations during the year (Data Template)

Key Indicator- 5.3 Student Participation and Activities

Metric No.	
5.3.1 **QnM**	*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. <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>04</td></tr></table> Data requirement for year: (As per Data Template) - Name of the award/medal - University /State/National/International - Sports/Culture **File Description (Upload)** - e-copies of award letters and certificates - Any additional information - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)
5.3.2 **QlM**	*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)* Describe the students' representation and engagement in various administrative, co-curricular and extracurricular activities within a maximum of 200 words The College has a policy for the active participation of the students in the various academic, administrative, co-curricular and extracurricular activities. This prepares the students for leadership roles, organizing events, team work and executing skills. **Selection Policy:** Selection of General Secretary and Class representatives are based on merit. The entire procedure is executed as under: - Highly meritorious students on their merit and interest are invited to the student council. - The selection of GS is purely based on merit, interest and willingness. - After the selection of GS, meritorious students from each class are called for the post of Class Representatives. - In our college, student council is known as Students' Central Committee. . The principal heads the Council and a member of the Staff monitors the activities as the Vice President. Student and institution centric issues are discussed in the council and decisions are taken accordingly.

	Representation of students on various academic and administrative bodies/committees of the institution • **Discipline committee**- The discipline committee helps to maintain overall discipline of college. • **Publicity committee**- Responsible for updating and publishing of college activities in local newspapers,college website and on the notice boards. • **Class representatives**- The class representatives ensure the discipline and order of their concerned classes as well as look into classroom cleanliness and physical facilities. • **Library Committee**- The committee looks into care and maintenance of library facilities for the students. • **Grievance Redressal Committee-** consisting of General Secretary in presence of Vice President and the President open the suggestion /grievance box and discuss, redress complains, take note of suggestions by maintaining a register. • **Cultural and Fine Arts Committee-** The committee deals with various cultural activities. Apart from above activities in various committees **every year** student council plans and organizes Teacher's Day, Annual Day, Navratri Utsav, Talent's Day, Farewell Parties, Independence Day, Republic Day etc. The Students Council motivates students to participate in various events and competitions. It also acts as a liaison between the students and the college, making suggestions and discussing problems faced by the students. **File Description** • Paste link for additional information • Upload any additional information
5.3.3. **QnM**	*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 <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>07</td></tr></table> Data requirement for year: (As per Data Template) • List of events/competitions **File Description** • Report of the event • Upload any additional information • 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)

Key Indicator- 5.4 Alumni Engagement

Metric No.	
5.4.1 **QlM**	***There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services.*** Describe contribution of alumni association to the institution within a maximum of 200 words BJVM had an Informal Alumni Association up to last year. BJVM Alumni Association was registered on 8/01/2021. All the alumni can register themselves online through registration link provided on the college website. It acts as a bridge between the former students, current students and stakeholders. The institute regularly interacts with the BJVM Alumni and through it also organizes Alumni meet at least once a year. The Alumni, as integral part of the institution, plays a vital role in carrying out various activities by imparting valuable feedback on the overall functioning of the institution from time to time which contributes a great deal in assessing the quality of the institution. The alumni share their expertise in their chosen field as and when invited. Some of the alumnus (interested in academics) after completing their post graduate studies and doctoral degrees have come back to the institution in the capacity as Principal, lecturers and contributing immensely for the wellbeing of the institution and student community. The services offered by alumni are enlisted below: • Effective reforming and restructuring of the syllabus. • Deliver talks, conduct workshops and seminars in their field of expertise. • Render economic help to the financial weak students. • Sponsors food, decoration expenditure, etc. during extra-curricular or co-curricular activities of the college. • Help in placement of the final year students. • During admission process, the alumni help in publicity of the institution. • Two to three alumni every year are member of IQAC and help in planning of academic term, execution and analysis after the completion. Many of our students are holding positions as Principals, Charter Accountants, Journalists, Teachers, Professors, Receptionists, Managers, Entrepreneurs, etc. which reflects the quality of the institution. Though they are well settled in the country and in other countries, the alumni group is in constant touch with the college through emails, WhatsApp group and Facebook pages and remain in close contact with the college that always strives for the growth and development of the organization. The Alumni Association has fund through alumni funding presently has Rs. 51,000. **File Description:** • Paste link for additional information • Upload any additional information

5.4.2
 	
QnM
	Alumni contribution during the year (INR in Lakhs)
	Options:
	   A. ≥ 5Lakhs
	   B. 4 Lakhs - 5Lakhs
	   C. 3 Lakhs - 4Lakhs
	   D. 1 Lakhs - 3Lakhs
	   E. <1Lakhs
	Data requirement for year ():
	  • Alumni association / Name of the alumnus
	  • Quantum of contribution
	  • Audited Statement of account of the institution reflecting the receipts.
	File Description
	  • Upload any additional information
	(Note: Data template is not applicable to this metric)

Criterion 6 - Governance, Leadership and Management

Key Indicator- 6.1 Institutional Vision and Leadership

Metric No.	
6.1.1 QlM	*The governance of the institution is reflective of and in tune with the vision and mission of the institution* Describe the vision and mission statement of the institution on the nature of governance, perspective plans and participation of the teachers in the decision-making bodies of the institution within a maximum of 200 words **Vision**: "To add significantly to our enduing civilization tradition of pioneering excellence in learning, knowledge, enlightenment and self-realization, in universally relevant context". **Mission**: To dedicate ourselves to perpetuate our founder's vision of providing the infrastructure facilities, operating conditions and overall environment conductive to the education of young scholars, along with the derived physical, mental and character building inputs: to firmly renew our commitment of providing value added, globally relevant education with an emphasis on the Techno-Management domain to ensure that our scholars fruitfully exercise their knowledge, skills and values in the global perspective. **Goals and Objectives:** • To create and nourish a stimulating learning environment that ensures a globally relevant education based on eternal human values. • To forge and reward excellence in the curricular as well as extra-curricular sectors so as to ensure the scholars' global competitiveness. • To tap, nurture and unleash the innovative entrepreneurial abilities of scholars and thereby ensuring lifelong socio-economic value- addition. • To evoke and embellish the finest traits of human excellence that can dovetail into a sustainable career growth curve. • To affiliate, associate, liaise or otherwise synergize with any institution body, entity, ethno-cultural Diaspora and the overall global fraternity in any form whatsoever, in support of the above. • To initiate, consolidate and extrapolate any objectives, function and activities in support of the above. Governance Mechanism The Governance Mechanism assures that the activities of the college are allied with the Managing Trust, academic plan as per the strategic plan. The principal imparts timely instruct to the faculties to decide quality parameters. All decisions are taken rather, on policy matters are discussed in meeting. **File Description** • Paste link for additional information • Upload any additional information

6.1.2 QlM	*The effective leadership is visible in various institutional practices such as decentralization and participative management.* Describe a case study showing decentralization and participative management in the institution in practice within a maximum of 200 words **Decentralization** The Governing authorities of the Charutar Vidya Mandal take the lead in the governance and management of institution. Managerial Body along with the principal support day to day functioning of the institution's administration. The college practices decentralization and participating management by constituting institution level committee and assigning work to different committee members. Each committee is headed by convener and few members under the chairmanship of the principal. The principal, IQAC Coordinator, IQAC Co-coordinator, programme coordinator of B.COM and BBA and faculty incharge implement the plan and policy together. The student's representatives are also nominated to carry out the co-curricular and extra-curricular activities. Class counsellors are appointed and different committees are constituted at the beginning of each academic year. **Participative Management:** The institution always follows and promotes a culture of participative management. We can say this because the most important decisions are mostly taken jointly by the Principal, IQAC coordinator and IQAC co- coordinator and the coordinators of B.COM / BBA. Vice president is appointed at the beginning of the year every year. Then student council is formed on the basis of merit like General Secretary, Fine Arts Secretary, Sports Secretary, Debate Secretary, Ladies Representative and Class Representative, etc. Activities of NSS, NCC, Sports, celebrating of various festivals, Annual Day, Cultural Programme, etc. are carried out by the in-charge faculty members and student council. Students are entrusted with the responsibility of maintaining discipline in the college during the events. Their suggestions are also taken into consideration. But due to pandemic situation we were not able to manage major activities in the institution. **File Description** • Paste link for additional information • Upload any additional information

Key Indicator- 6.2 Strategy Development and Deployment

Metric No.	
6.2.1	*The institutional Strategic/ perspective plan is effectively deployed*
QlM	Describe one activity successfully implemented based on the strategic plan within a maximum of 200 words

The college follows a formally stated policy. After the college was accredited by NAAC, the IQAC was formally set up in the college. The committee comprises of senior faculty members. This committee in consultation with the Principal, and as per requirements of NAAC plans and deploys various policies that improve the quality in the institution. The policies and decisions are reviewed at the Principal's meeting with the convenor of all criteria and corrective measures are taken if needed.

Regular visits of the Principal to the office, class rooms and interaction with the faculties and students monitor the system of each college regularly.

Case study: **NSS NATIONAL WORKSHOP ON "ROAD ACCIDENTS AND ROAD SAFETY"**

Bhikhabhai Jivabhai Vanijya Mahavidyalaya's NSS unit in collaboration with CVM University organised NSS National Workshop on "Road Accidents & Road Safety" on 11/02/2021 in GCET Auditorium and was successfully implemented and well appreciated by all the stakeholders and participants through strategic planning and deployment of documents.

The detailed plan along with the budget and various committees was put up in front of management. Different committees like, Reception and Stage committee, Press, promotion, photography & Publicity committee, Registration committee, etc. were formed according to the interest and capabilities of the staff and duties allotted to them. Brochure was prepared and dispatched to the concerned colleges/ Institutes of CVM universities and list of experts / resource persons was finalized by organizing secretary in consultation with Principal, management and senior faculties. Various domains were finalized after their consent. Each committee was assigned the duties along with the deadlines. The guest speakers were finalized and their responsibility to attend, introduce, arranged memento and their responsibility was given to the senior faculties. National workshop was planned and strictly followed by taking help from NSS students. Exhibition on Road Safety was organized by Parivartan Trust with whom our college has signed MoU.

Feedback:

The workshop was well- appreciated by the participants. Shweta William Parmar, from Manipur who is BJVM alumni and NSS National Award winner 2018-19 appreciated the selection of experts and time management of the workshop in her video online who joined with her NSS students. Mr. Tanveer Ahmed of English Department from Baba Gulam Shah Badshah University, Jammu & Kashmir also participated Online with his Seven Students, congratulate us for successfully organizing the workshop. Students from H. A College of Commerce, Ahmedabad also participated this workshop Online and gave their opinion that the workshop was very useful, informative and has made us aware about road safety measures.

Road Safety trainer and India Road Safety Award Winner Shri Amit Khatri had Discussed on Road accidents and road safety in very simple and entertaining way. Another expert GVK EMRI 108 Gujarat Officer, Shri Jaswant Makwana demonstrated

	how to give first aid to the victims of various accidents which was highly appreciated by all the participants. All the participants became aware of the road accidents and road safety after attending this workshop. Many of them personally contacted and told us their view that they learn a lot from this workshop about Road safety measures and how to help people (first aid) at the time of accidents. **File Description** • Strategic Plan and deployment documents on the website • Paste link for additional information • Upload any additional information
6.2.2 **QlM**	***The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.*** Describe the Organogram of the Institution within a maximum 200 words Our College is managed by Charutar Vidya Mandal, which has its governing body to take care of various educational institutions. The key components of organogram of the college and governing body (CVM) Principal, IQAC Coordinators, Programme Coordinators, Teaching and Non Teaching Staff and support of all stakeholders in pursuit of common objective. It reviews the institutional strategic plan which in turn sets the academic aims and objectives of the institution. The policy making decisions are made at appropriate levels in the organizational hierarchy. As per the UGC, State Government and governing body appointment, service rules, code of conduct and discipline are followed. Many academic and administrative as well as co-curricular and extracurricular committees are formed by the principal to execute the work plan. All the permanent employees are appointed as per UGC and Government of Gujarat norms and other employees are appointed as per CVM norms. All the employees are bound to follow the service rules according to the UGC and Government of Gujarat norms. Institution working hours are set according to UGC and Government of Gujarat norms. The teaching and non-teaching staff have been benefited by GPF, EPF [self-finance] Casual Leaves, Earned Leaves, Medical Leaves and Maternity leave etc., Recruitments are taken place according to the norms of the University, UGC and Government of Gujarat. All the employees are bound to follow the service rules according to the UGC and Government of Gujarat norms. Institution working hours are set according to UGC and Government of Gujarat norms. GPF, Casual leave, earned leave, Medical leave, Maternity and Paternity leave have benefited the teaching and non-teaching staff. The recruitment of the teacher is as per the norms of UGC and Government of Gujarat. **File Description** • Paste link for additional information • Link to Organogram of the Institution webpage • Upload any additional information

6.2.3. **QnM**	*Implementation of e-governance in areas of operation* 1.Administration 2. Finance and Accounts 3. Student Admission and Support 4.Examination

1.Administration
- To streamline the administrative work, database and records are maintained in electronic form.
- The Administration of the College functions with E-governance system at Government, Management and University level.
- Bio metric has been installed for teaching and non-teaching attendance.
- Scholarships to the SC, ST, OBC, Minority and EWS students.
- Statutory information, student related information and other important forms are uploaded on the college website.
- To ensure convenience of students, the administration promptly responds to email communication sent by students, parents and other stakeholders.

2. Finance and Accounts
- The goals for finance and accounts department are budgeting, cost reduction, cash flow management and accurate record keeping.
- College maintains all accounts through tally software.
- Payments of Institution made through cheque, RTGS and NEFT.
- College provides Scholarship through cheque to deserving and needy students.
- The college uses the Tally software for E governance for transparent functioning of Finance and Accounts department of the college. This helps to increase the efficiency of staff towards the accuracy in financial transactions.
- Internal audit and statutory audit are done on regular basis.
- The administrative office keeps all financial records separately as per the events and transactions.
- The administrative office maintains the Books of Accounts properly which helps in auditing procedure quarterly as well as annually.
- Further, e-compliance to regulatory authorities is done on timely basis as and when required.

3. Student Admission and Support
- The admission process at the college is online administered and regulated by the Sardar Patel University.
- For online registration of the students university has selected BJVM as Nodal Institute.
- Student are provided with internet facility as our campus is Wi -Fi facility
- The College has Aacharaya Student Management Software for the admission purpose. College has extended helping counter for the students which provide them several services as such Admission form Filling, Examination form filling as well as Scholarship Form filling at one place. This service counter protects the students from outside service centre where they need pay fees for

it.
- Student's feedback is also taken online.
- INFBLINET facility is provided to teachers and students so they can access magazines and books.
- Sardar Patel University has approved Add on Course of Computer Application.
- Presence of all the students is digitalized.
- College uploads all subject material on the college website.
- College syllabus and past papers are uploaded for students' reference.
- College gives important information through various social media like WhatsApp, FB, Instagram, Telegram, etc.
- Student Enrollment is done on online portal.
- Tablets are provided to the first-year student as per the government directives.

4.Examination
- The objective of Exams is to assess what the students have learned with regards to particular subjects. Exams will show what part of the lesson each student seems to have taken the most interest in and has remembered. Strengths and weaknesses can also be accessed through exams.
- Data of examination are entered and stored digitally and also sent to the university online.
- The college has the transparent examination system, internal as well as external examination.
- The result of final exam is displayed online by the University.
- College submits internal marks to university before each semester.
- College displayed internal and external exam time table on college notice board and website for the students.
- All classrooms are equipped with CCTV surveillance.
- The College has the separate Examination monitoring room as well as strong room; assessment work is carried out in college premises. After assessment, answer sheets are shown to the students.
- As per the requirement of Examination department all the necessary equipment are provided by the college such as Separate Desktop and Internet Facility for online procedure of Paper Downloading and further activities for exam purpose.

Options:

A. All of the above
B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

E. None of the above

Data Requirements: (As per Data Template)
- Areas of e-governance
  Administration
  Finance and Accounts
  Student Admission and Support
  Examination
- Name of the Vendor with contact details
- Year of implementation

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

Key Indicator- 6.3 Faculty Empowerment Strategies

Metric No.	
6.3.1 **QlM**	*The institution has effective welfare measures for teaching and non- teaching staff* Provide the list of existing welfare measures for teaching and non- teaching staff within a maximum of 200 words • Group Insurance Scheme for teaching and non-teaching staff. • EPF (Employee Provident Fund) for self-finance non-teaching staff. • Doctor and basic medical consultation are available in campus by CVM. • Accommodation facility for teaching and non-teaching staff. • Various leave is available to teaching and non-teaching staff i.e., vacation leave, casual leave, earned leave, medical leave and maternity leave for ladies' staff. • Our Trust CVM also provides Ex-Gratia benefit to the in-service employee. • Gratuity, Pension and all other government welfare schemes and measures are given to the staff. • Separate pantry facility in staff room. • Canteen facility in college. **File Description** • Paste link for additional information • Upload any additional information
6.3.2 **QnM**	*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 <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>NIL</td></tr></table>Data requirement for year: (As per Data Template) • Name of the teacher • Name of conference/ workshop attended for which financial support provided • Name of the professional body for which membership fee is provided **File Description:** • Upload any additional information • Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)

6.3.3 **QnM**	*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 <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>01</td></tr></table> Data requirement for year: (As per Data Template) • Title of the professional development Programme organized for teaching staff • Title of the administrative raining Programme organized for non- teaching staff • Dates (From-to) **File Description (Upload):** • Reports of the Human Resource Development Centres (UGCASC or other relevant centres). • Reports of Academic Staff College or similar centers • Upload any additional information • Details of professional development / administrative training Programmes organized by the University for teaching and non-teaching staff (Data Template)
6.3.4 **QnM**	*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 <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**Number**</td><td>06</td></tr></table> Data requirement for year: (As per Data Template) • Number of teachers • Title of the Programme 6.3.4.2. Duration (From–to) **File Description** • IQAC report summary • Reports of the Human Resource Development Centres (UGCASC or other relevant centers). • Upload any additional information • Details of teachers attending professional development programmes during the year (Data Template)
6.3.5 **QlM**	*Institutions Performance Appraisal System for teaching and non- teaching staff* Describe the functioning status of the Performance Appraisal System for teaching and non-teaching staff within a maximum of 200 words Performance Appraisal System for Teaching Staff Teacher as a person and teacher as a performer should be assessed impartially. This is mandatory assessment. Each teaching faculty is evaluated in terms of his/her implementation of innovative methodology in class room lectures, seminars, tutorials, question paper setting, evaluation, updating study material, etc. Along with

this, student feedback and pass percentage are also given due weightage.
Performance of faculty is also evaluated in terms of professional contribution to academics, short term training courses, invigilator duties, college administration such academic and administrative activities are needed to improve and upgrade their knowledge through their participation and presentation in seminar, conferences, workshops, research publications, awards, honors, fellowships, etc. such performance Appraisal Report is filled in by faculty in a given prescribed proforma. Proforma includes all the above points and subpoint. Filled in prescribed format is reviewed by the principal for assessing the behavioral and professional aspects of faculty concerned. This is necessary for continuous improvement and learning.

Performance Appraisal System for Non - Teaching Staff
Performance Appraisal from is being filled in by non – teaching staff, also Principal evaluated their performance. Such appraisal is absolutely free from any fear, favour or prejudice. Appraisal is based on concrete performance and not on the basis of likes and dislikes of authorities.
Under the Chairmanship of Principal, IQAC coordinator and co-coordinator, regular meeting are arranged with faculty members, one by one and positive remarks are extended for improvement of teaching and non – teaching faculties.

File Description
- Paste link for additional information
- Upload any additional information

Key Indicator- 6.4 Financial Management and Resource Mobilization

Metric No.	
6.4.1 **QlM**	***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 accounts are done by Tally software so authorities can monitor entries. There is a mechanism of checking, rechecking and crosschecking of accounts by the Accountant, Office Superintendent, and Principal periodically. Besides, an arrangement is made by the management for internal audit at least two times in a year by C.A. firm, RSM ASTATUE CONSULTING PVT. LTD., SURAT. The external audit also carried out by C.A. firm, Apaji Amin & Co. LLP – Ahemdabad. In case of any audit objections, written clarification along with supporting documents, vouchers, bills, receipts, certificates are submitted to the audit team to account for the expenses incurred or funds used appropriately according to the head for which they were allocated. They have stated in their report that proper books of accounts have been kept by the college and expressed opinion that the financial statements give a true and fair view in conformity with the accounting principles on the Balance Sheet and Income & Expenditure Account. The state government periodically also does an external audit. The grant of state government is finalized only after the audit. **File Description** • Paste link for additional information • Upload any additional information
6.4.2 **QnM**	***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) <table><tr><td>**Year**</td><td>2020-21</td></tr><tr><td>**INR in Lakhs**</td><td>Rs. 00</td></tr></table> Data requirement for year (As per Data Template) • Name of the non-government bodies, individuals, Philanthropers • Funds / Grants received **File Description** • Annual statements of accounts • Any additional information • Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)

6.4.3 QlM	*Institutional strategies for mobilization of funds and the optimal utilization of resources*
	Describe the resource mobilization policy and procedures of the Institution within a maximum of 200 words
	BJVM is a Grant in Aid Institute. It has a well-defined financial policy which ensures optimal utilization of finances for academic, administrative and research activities.
	Apart from the tuition fee, the resource mobilization is mainly done through
	• Library Fees
	• Maintenance Grant
	• T. C. Fees
	• Funds from State Government education department for finishing school, Placement
	• Funds from University for NSS
	The management reviews all the financial activities through scrutiny of budgets and expenses every year. Through centralized purchase the funds are monitored and utilized in an effective manner.
	• Institutional budget is prepared by principal every year taking into consideration the recurring and non-recurring expenditure.
	• Financial resources are available through state government, UGC and various fees from students which are utilized and monitored by the top management, principal, accountant and different committees.
	• Funds for garden maintenance and infrastructure is provided by Charutar Vidya Mandal.
	• Institute adheres to utilization of budget approved for academic expenses and administrative expenses by management.
	• The payment is released after delivery of the respective goods it is done as per the terms and conditions mentioned in purchase order.
	• All transactions have transparency through bills and vouchers. The bill payments are passed after testing and verification of items. Only authorized person operates the transaction through banks.
	• Financial audit is conducted by chartered account on every financial year to verify the compliance.
	Financial audit by trust, Higher education and AG audit are also conducted.
	File Description
	• Paste link for additional information
	• Upload any additional information

Key Indicator- 6.5 Internal Quality Assurance System

Metric No.	
6.5.1 **QlM**	*Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes* Describe two practices institutionalized as a result of IQAC initiatives within a maximum of 200 words The Institutes IQAC ensures the effective implementation of quality initiatives through continuous reviews and periodic meetings. It works towards attaining excellence in all the academic activities and for continuous improvement in teaching-learning process. **Strategies of IQAC** • Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks. • The relevance and quality of academic and research programmes. • Optimization and integration of modern methods of teaching and learning. • The credibility of evaluation procedures. **Action Points of IQAC:** • Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process. • Collection and analysis of feedback from all stakeholders on quality-related institutional processes. • Documentation of the various programmes / activities leading to quality improvement. • Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices. • Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC. IQAC performs many important functions for the betterment of the institution like Writing RAR, participation in AISHE, GSIRF ranking, and Online Feedback and many more. **File Description**

	- Paste link for additional information - Upload any additional information
6.5.2 **QlM**	*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* (For first cycle - Incremental improvements made for the preceding year with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives) Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 words each IQAC being the central body within the college monitors and review the teaching-learning process regularly. Based on feedback various innovative activities and reforms were introduced. The improvements based on feedback implemented are: IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes. The standard methods of teaching, learning, and evaluation which are proven over the years are being followed. **Academic Calendar:** Based on the University Academic Calendar the Institute schedules the academic calendar well in advance at the start of the year with ample time frame for not only the regular teaching-learning process but also to accommodate the various events like seminar/webinar/ guest lecture/ workshops and many more. **Preparation of lesson plan for each Semester:** The lesson plan is prepared by the faculty members for all the courses they teach in that particular semester. Enriching the curriculum with guest lectures, industrial visits, and Internships. **Student learning outcomes:** The institute monitors the performance of the students regularly. It has specified procedure to collect and analyze data on student learning outcomes; the following points are adopted by the institute in this context: - Midterm and continuous evaluation comprising of internal tests, assignments, group discussions, and seminar presentations. - Semester system of examination for all courses. - Providing Question bank of various subjects to the students. - Providing Lecture notes in Hard and Soft Copy.

- Timely Redressal of students' grievances.
- Extra classes for weak students to solve their problems.

Effective internal examination and evaluation systems: Institute maintains an effective internal examination and evaluation system.

Students' result analysis: Institute has the provision of analysis of students' performance after the announcement of their semester results. If the result of the students, in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty members are counselled and motivated to work towards improvement. Slow learners and advance learners are identified and accordingly counseling is done for their better performance.

The IQAC has also contributed towards institutionalizing the quality assurance strategies and developed various processes as follows:

1. Promote industrial involvement in academic practices by organizing industrial training, industrial visits, workshops, and guest lecturers from industry experts, MOUs, etc.

2. Implementation of Outcome-based learning education in each program.

3. Participation of college in GIRF, AISHE and various other quality audits recognized by the state agencies.

4. Conducting quality programs i.e., seminars, webinars, guest lectures, etc.

5. Establishment of various processes to take feedback/surveys from various stakeholders.

6. To implement and enhance the use of ICT tools to strengthen the teaching-learning process.

7. Establishment of the Mentor-mentee process and its effective implementation.

8. To submit the Annual Quality Assurance Report (AQAR) annually to the NAAC.

9. To institutionalize the best efforts to make the campus ragging-free and develop the discipline in the students along with the establishment of grievance redressal cell.

10. Automation of Admission Processes - Provision for online fee payment .

File Description
- Paste link for additional information
- Upload any additional information

6.5.3
 	
QnM
	Quality assurance initiatives of the institution include:
	
	   1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements
	   2. *Collaborative quality initiatives with other institution(s)*
	   3. Participation in NIRF
	   4. *any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)*
	 Options:
	 A. All of the above
	 B. Any 3 of the above
	 C. Any 2 of the above
	 D. Any 1 of the above
	 E. None of the above
	
	Data requirement for year: (As per Data Template)
	
	Quality initiatives
	• AQARs prepared/submitted
	• Collaborative quality initiatives with other institution(s)
	• Participation in NIRF
	• Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)
	File Description
	• Paste web link of Annual reports of Institution
	• Upload e-copies of the accreditations and certifications
	• Upload any additional information
	• Upload details of Quality assurance initiatives of the institution (Data Template)

Criterion 7 – Institutional Values and Best Practices

Key Indicator - 7.1 Institutional Values and Social Responsibilities

Metric No.	Gender Equity
7.1.1 **QlM**	*Measures initiated by the Institution for the promotion of gender equity during the year.* Describe gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 200 words Gender equality& sensitization in curricular and co-curricular activities indicates that female and male learner is treated equally with any discrimination. BJVM provides equal opportunities to all individuals irrespective of gender, race, caste, color, creed, language, religion, political or other opinion, national or social origin, property, birth or other status. For this purpose, the institute has setup women cell with and objective of creating the awareness about gender issues from the feedback of parents and stake holders BJVM has become favorite destination of parents for education of their female wards. Following are facilities regarding Gender equity sensitivity: (a)Safety and Security: • Security guards and Security checkpoints at all campus entries and exits. • Extensive surveillance network (CCTV cameras). • Separate hostels for men and women with dedicated wardens. • Awareness campaigns on women safety and gender sensitivity through guest talks and student's seminar. (b) Counseling: • Through counseling, students are given advice on how to manage and deal with emotional conflict and personal problems. • Grievance Redressal Committees for staff and students. • Appointment of CR (class representative) LR (Ladies representatives) in the student Council. **(c) Common Rooms:** Common rooms for girls is made near principal office with all basic facilities needed for girls student. **Other Initiatives:** BJVM develops social interaction and healthy recreation in the atmosphere of formal education Additional Initiative includes ensures active participation of students in co-curricular activities includes NCC, NSS Sports and Games. Table link: *Provide Web link to:* • Annual gender sensitization action plan • 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
	Environmental Consciousness and Sustainability	
7.1.2 **QnM**	*The Institution has facilities for alternate sources of energy and energy conservation measures* 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid **4. Sensor-based energy conservation** **5. Use of LED bulbs/ power efficient equipment** **Options:** A. 4 or All of the above B. Any 3 of the above **C. Any 2 of the above** D. Any 1 of the above E. None of the above *Upload:* 6. Geo tagged Photographs *a.* Any other relevant information **(Note: Data template is not applicable to this metric)**	
7.1.3 **QlM**	*Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words)* The college is sensitive enough towards the creation of healthy & clean environment by taking enough care of various wastement programmes. The college has vast green belt area so dry leaves and branches are the solid waste that is disposed with the help of Municipal Bureau. Such green waste is collected at one place at proper interval the municipal van comes, take it and it is properly disposed. Liquid waste is managed by the proper drainage system. Since ours is Commerce and Management institute so there is no issue of biomedical waste. For the E-waste and paper waste clear guidelines are given by the authorities of Charutar Vidya Mandal and they are submitted to the appointed agencies. Charutar Vidya Mandal NSS Unit organized one workshop for E-waste in which College NSS programme officers and NSS volunteers took part and E-waste collection bins were given. Plastic is strictly prohibited in the college premises. In all the class rooms and at different places dustbins are placed and it helps in maintaining cleanliness in the college premises.	

	Table link: • Solid waste management • Liquid waste management • Biomedical waste management • E-waste management • Waste recycling system • Hazardous chemicals and radioactive waste management **Provide web link to** • Relevant documents like agreements/MoUs with Government and other approved agencies • Geo tagged photographs of the facilities • Any other relevant information
7.1.4 **QₙM**	*Water conservation facilities available in the Institution:* 1. **Rain water harvesting** 2. Bore well /Open well recharge 3. **Construction of tanks and bunds** 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus **Options:** A. Any 4 or all of the above B. Any 3 of the above **C. Any 2 of the above** D. Any 1 of the above E. None of the above Upload : • Geo tagged photographs / videos of the facilities • Any other relevant information **(Note: Data template is not applicable to this metric)**
7.1.5 **QₙM**	*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** **Options:** A. Any 4 or All of the above **B. Any 3 of the above** C. Any 2 of the above D. Any 1 of the above E. None of the above **Upload**

	♣ Geo tagged photos / videos of the facilities ♣ Any other relevant documents **(Note: Data template is not applicable to this metric)**
7.1.6 **QnM**	*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** **Options:** A. Any 4 or all of the above B. Any 3 of the above **C. Any 2 of the above** D. Any 1 of the above E. None of the above Upload: • Reports on environment and energy audits submitted by the auditing agency • Certification by the auditing agency • Certificates of the awards received • Any other relevant information **(Note: Data template is not applicable to this metric)**

7.1.7
 	
QₙM
	The Institution has disabled-friendly, barrier free environment
	   1. Built environment with ramps/lifts for easy access to classrooms.
	   2. Disabled-friendly washrooms
	   3. Signage including tactile path, lights, display boards and signposts
	   4. 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
	  Options:
	  A. Any 4 or all of the above
	  B. Any 3 of the above
	  C. Any 2 of the above
	  D. Any 1 of the above

	E. None of the above Upload: • Geo tagged photographs / videos of the facilities • Policy documents and information brochures on the support to be provided • Details of the Software procured for providing the assistance • Any other relevant information **(Note: Data template is not applicable to this metric)**
	Inclusion and Situatedness
7.1.8 **QlM**	*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).* Every day the college starts with Sarva Dharma Prathna (prayer). The guidelines are very much clear by the Sardar Patel University and Charutar Vidya Mandal for admitting the students from different sects of the Society. Equal rights are offered to them, no discrimination is practiced so far as their language, dress, culture, and religion concerned. For socio-economic balance special cell of SC/ST is formed and Equal Opportunity is given. SC/ST cell also organized different activities. During the induction programme for the new students, they are given information regarding such cell, activities and various scholarships available for them. Throughout the year different activities are conducted and anybody can participate in these activities. Many students are from rural background but the inclusive environment that exits doesn't allow them to feel uncomfortable. Even during cultural events they prepare and perform their dance (dangi & adivasi). Right from the very first day, during the induction programme the policy of the institute is clarified and lessons of tolerance and harmony are taught to them. Equal respect, treatment is given to them so, that they never feel bad about their background and social status. Special care is taken that whatever scholarships are available the deserving students get them in time. In order to inculcate the values of tolerance, harmony, integrity various programmes are organised and days like, Independence Day, International Yoga Day, Constitution Day, National Unity Day, International Human Right Day, National Youth Day (Yuva Din), International Women's Day and Gandhi Jayanti are celebrated. Not only physical health but equal importance is given to their mental health so various programmes, webinars, counseling sessions are arranged for them. Students from different parts of Gujarat state and some students are from different states also, but inclusive environment gives them feelings of oneness and all become part of BJVM Family and very happily they complete their graduation. **Following is the list of Programmes organised during the year:** Table link

		Provide Web link to : • Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) • Any other relevant information.
		Human Values and Professional Ethics
7.1.9 QlM		*Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens* Describe the various activities in the Institution for inculcating values for being responsible citizens as reflected in the Constitution of India within 200 words. **Provide we blink to :** • Details of activities that inculcate values; necessary to render students in to responsible citizens • Any other relevant information Our aim is to provide quality education for overall growth of students. Sensitizing students on our constitutional rights, values, duties and responsibilities is one of the primary educations given at the institute through various means. Being responsible academic institution, we have realized and accepted our duties towards nation by preparing the next generation – our students. In order to inculcate awareness, values, rights towards duties and responsibilities of citizens throughout the year various programmes are organized and conducted and here only we provide platform to the students to prepare them as responsible citizens of India. The active involvement of the faculties motivates the students. All the faculties, principal, the IQAC Team, NSS Unit, NCC & Sports become one unit and perform our duties and sensitive the students about the crucial issues of the nation at large and their duties, responsibilities towards the country Celebration of National Days: Every Year Institute celebrates Republic Day, Gujarat Day and Independence Day on January 26, May 01 and August 15 respectively. The celebration is attended by Students, Teaching and Non-teaching Staff, Invitees, guests. Flag hosting with National anthem and oath of national integrity followed by distribution of sweets is the regular decorum of the programme. Induction of the students on values, rights, duties and responsibilities Students are made aware about the code of ethics, human values, rights, duties and responsibilities as a citizen of India during induction as well as other programmes throughout year. **Following is the list of activities conducted (organized) throughout the year:**

	Link:
7.1.10 **Q$_n$M**	*The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.* 1. **The Code of Conduct is displayed on the website** 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized **Options:** A. All of the above B. Any 3 of the above C. Any 2 of the above **D. Any 1 of the above** E. None of the above **Upload:** • Code of ethics policy document • 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. • Any other relevant information **(Note: Data template is not applicable to this metric)** **We at BJVM focused on:** • Discipline • Code of Conduct • Participation in Academics & Co-curricular Link:
7.1.11 **QlM**	*Institution celebrates / organizes national and international commemorative days, events and festivals* Describe the efforts of the Institution in celebrating /organizing national and international commemorative days, events and festivals during the year within 200 words **Provide we blink to :** • Annual report of the celebrations and commemorative events for the last (During the year) • Geo tagged photographs of some of the events • Any other relevant information Right from the beginning of the academic year the college plans to organize various national and international commemorative days, events and festivals. By

organizing such events the organizers want the students to realize the importance of such days, events and significance and festivals and how they had contributed in and built up the nation what we see now a days. BJVM NSS Unit is very active in organizing the programs and also took part in such activities outside the college organized by other institutes. There by students and faculties (NSS Pos). NSS Volunteers get chance to know other institutes and their activities. This exposure helps them to evolve to another level. During the year activities related to environment, unity and celebration of freedom are conducted. More importance is given to activities centering Gandhji. This would definitely help the participants to be aware about the National Hero Gandhiji and his contribution and relevance even after years of independence. Such celebrations would help the participants to get new directions to think and work. Activities would mould the participants into responsible citizens of the nation

Following is the list of Activities / Events / Programs / organized by the Institute:

Table Link :

Key Indicator - 7.2 Best Practices

Metric No.	
7.2.1 **Q₁M**	**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.** **1. Title of the practice:** **Service to society during Pandemic (Community services).** **2. Objectives of the Practice:** It is unfortunate for the world that we are passing through very tough time pandemic. From top to bottom all machineries are at work but still the effort are not enough to bring everything under control or manageable state. Realizing the duty, responsibility towards society, community and nation at large the NSS unit of our college came forward and offered different invaluable and inevitable the utmost of need kind of services and organized various awareness programmes keeping in mind that service to mankind is service to God. The main objective of the practice is to sensitise the students volunteers towards the prevailing situation and make them aware about their duties towards society and mankind. It also involves (community) the volunteers at planning and execution of it. The satisfaction visible on the faces of and sense of relaxation the beneficiaries should be considered as the reward or appreciation. **3. The Context:** While designing and planning the activities and programmes first thing to do or to keep in mind is the volunteers with whose help and for whom they are to be carried out. They are the people who lead from the front, blaze the trail on the ground zero and set the path for others to follow. Young people are less at risk in terms of developing severe physical health symptoms linked to Covid -19. However, the disruption in their access to education and employment opportunities as a result of economic downturn. The best way to revent and slowdown transmission is to be well informed about the disease and how the virus spreads. First the volunteers are made aware to protect themselves from infection by staying atleast one metre apart from others, wearing a properly fitted mask, and washing hands or use of an alcohol-based rub frequently, get vaccinated when its your turn and follow local guidance. It is important to practice respiratory etiquettes. The same they will have to make the general public understand. **4. The Practice:** The prevailing Covid-19 pandemic has disrupted the long-established patterns of day to day lives of a large majority of people. Many people have lost their income sources leading to serious social and economic problems for their families. Disruption of education has adversely affected school children, University students

and other youths engaged in diverse training activities. Lockdowns and other public health restrictions have drastically curtailed the mobility of people in affected areas, seriously limiting their normal activities. The emergent situation outlined above has affected the lives of people of all walks of life. Many people who are normally very active, now remain confined to their domestic sphere. The absence of volunteer engagement has deprived many people who need the support of volunteer action to cope with diverse problems they face today. Physical mobility of volunteers is critically important to reach out to individuals and communities that usually benefit from the work of volunteers.

The NSS unit of BJVM under the guidance of the principal overcame the barriers and address various issues, plan, design the activities and with the support of NSS Professor Volunteers carried out the activities.

The key word here is networking. Network is a way of bringing together people who share a set of common interests and aspirations for the purpose of working together to mobilize human and material resources to address a problem or need they identify together.

Following is the list of programmes carried out by BJVM NSS unit during adversely affected time by the Covid-19 pandemic.

Table link:

While most of us work from the confines of our home through the lockdown period in shelters. The Charutar Vidya Mandal in the volunteering world became part of citizenship efforts in times severely abnormal. Many Vallabh Vidyanagar based families were in bad needs food. In case of all the family members affected by Covid-19 or senior citizens, the poor CVM started kitchen, gather the volunteers (NSS POs & students) and established network to cook, serve and sent 5500 of hot meals. BJVM being CVM's Institute became part of this noble programme. NSS National Awardee Dr. P U Mordhara worked round the clock and volunteered and reached out to needy people with help.

As such the institute didn't face any problem but time factor played very important role. Sometimes unenviabilities of volunteers, their health issues & safety was creating problems.

5. Evidence of Success:
Under the guidance of the principal of the collage various Activities, Programmes and Webinars were organised by the NSS Unit in collaboration with their institute and agencies. Our active & mature volunteers selflessly work for the society. Our activities were like silver lining in dark cloud because the way fearful, threatening atmosphere was created by Pandemic-19 Worldwide. The COVID-19 pandemic disrupted every aspect of people's lives in an unprecedented manner. While many of its implication, such as confinement related psychological distress and social distancing measures affect all of society, different age groups experience these impacts in distinct ways. Keeping in mind the prevailing situation, the activities

were identified, planned and executed with the help of young volunteers who are less at risk in terms of developing severe physical health symptoms liked to Covid-19 than older age the activities were carried out. Some of the activities were designed for them only, when everyone is afraid of coming out, our volunteers very enthusiastically, selflessly came out for the society. The kind of response they got from the society and their own level of satisfaction was in real sense the evidence of our success. NSS Programme officer Dr. P. U. Mordhara, National awardee was also appointed as Nodal Officer for Anand District by Commissionerate of Higher Education, Gandhinagar, Gujarat. At district level also he co- ordinate pandemic Covid-19 related activities.

6. Problems Encountered and Resource Required:
The toughest aspect of this practice was the COVID-19 pandemic time when everyone was afraid of moving out of their safe shelter but under the guidance of the principal and the IQAC team and kind hearted NSS team of programme officers and volunteers, it became possible to serve the society (community) in the best possible way. Volunteers proved to be the asset for the college without whose support execution aspect would not have become possible. Sometimes it happened that family members of the volunteers didn't allow them to move out but the volunteers convinced them, took proper safety (precautions) and helped the activities for noble cause. Selfless volunteers, their support, their approach, make the activities successful.

7. Notes:

One person alone can do nothing but joint efforts only will help any institute to carry out such activities for society (community). In our college NSS Unit takes care of such activities. To come out of comfort zone is not so easy and it is observed that NSS volunteers or even students interested in sports or NCC also can be helpful. The satisfaction they get after their work is immeasurable and the satisfaction they see in the eyes of the beneficiaries is their reward.

Best Practice – 02

1) **Title of the Practice: Webinar Series**

2) **Objectives of the Practice:**
The prevailing COVID-19 pandemic has disrupted the long-established patterns of the day to day lives of a large majority of people. Many people have lost their income sources leading to serious social and economic problems for their families. Disruption of education has adversely affected School children, University students and other Youths engaged in diverse training activities. Lockdowns and other public health restrictions have drastically curtailed the mobility of people in affected areas seriously limiting their normal activities. Keeping in mind the

emergent situation affected the lives of people of all walks of life, many people who are normally especially young students very active and engage in all sorts of activities such as Sports, Cultural and Social activities, Professional work, Community engagement, Volunteer activities and travelling remain confined to their domestic sphere. Restrictions have prevented such work at a time when social support of all kinds is critically needed to address diverse issues created by the pandemic.

Mobilization of professionals through national, regional and local volunteer is restricted but technology comes to rescue and to address various issues the IQAC team of the collage identified various critical topics and issues and responsibilities were given to the faculties of the college to organize various webinars. With technology at hand, mobile service and what's app being our strong ally, we volunteer effectively yet virtually.
To meet our students physically was not possible but through webinars we were contact with them informed about various issues.

3) The Context:
The COVID-19 Pandemic disrupted every aspect of people's lives in an unprecedented manner. While many of its implications, such as confinement related psychological distress and social distancing measures affect all of society, different age groups experience these impacts in distinct ways.
Realizing the responsibilities towards society and nation at large and in order to remain in touch with the students under the guidance of the principal and the IQAC team the faculties of the college design, Plan and organise the webinars coving various crucial topics. The challenging aspect of organising these webinars was search for appropriate, suitable resource person who would be able to justify the topic. Finding out the topic, its relevance and the interest of the students was also kept in mind while designing the webinars. The time factor also played an important role. In some exceptional cases only due to unavoidable circumstances the team was required to reschedule the webinar. Sometimes due to network problem either on our side or from the side of the participants they fail to attend, Many of our students are from rural (interior) areas of Gujarat so connectivity issues were faced. But otherwise, we didn't face much problems. The whole BJVM team worked as one and overcame some minor problems.

4) The Practice:
Disruption of education ha**s** adversely affected students engaged in diverse training activities during the prevailing COVID-19 pandemic. Investing in continued learning is essential for individual and institutional survival. No academic institution remains competitive without investing in learning for the faculties and the students. No one can expect remain a valued student or faculty without having up-to-date knowledge. Knowledge not only provides the individual with the ability to perform well, it also can provide self-esteem and self-worth beneficial for mental health especially during the time of uncertainty. Continued learning is more challenging when face-to-face interactions are limited or impossible. COVID-19 pandemic forced to shut down all the educational institute across the country. But we can't stop our learning and sharing our knowledge. We find out the solution to

it, identified relevant topics and introduced webinar series for the faculties and the students during the COVID-19 pandemic.

   Table Link:

5) **Evidence of Success:**

Generally, students are familiar with class room teaching-learning process, but perhaps for the first time they participated in webinar and that was unique experience for them. They were at home and still they were learning actively participated in Q & A sessions. Topics were new for them. Enough care was taken in selecting, inviting resource persons. So, the new faces, new methodologies, new topics, new platform amazed them.

They were very happy with the students but, faculties were also actively involved in selecting, finalising the date, time, topics and resource persons. Almost the topics were selected from different domains, areas. After the completion of each webinar the participants filled feedback form and they were given the certificates. The varieties in the subjects they liked the most. The active participation also motivated the resource persons and the interaction among them made the webinar live most of the topics of webinar are new for them so, they come to know about new trends. Which ultimately add to their knowledge. Since the topics are new so they faced lot of queries but all are resolved by the resource persons.
The satisfaction on the part of organizer and participants is the greatest evidence of success in this webinar series.

6) **Problems Encountered and Resources Required:**
As such the organizers don't face any problem, since online platform is there so sometimes connectivity problems arise. Very few students don't have mobile facility but it is noticed that somehow, they manage with it, but again when they are from interior areas so connectivity problems remain there. They also attend regular online classes so most of the data capacity is consumed daily but still they find out solution to it.
Technical support is the asset, when we plan for webinar. Selecting, inviting and adjustment of time of the resource persons prove little bit challenging. But when there is will there is always way and the experts in their respective fields are invited and they do justice to the topic given. It is observed that sometimes participants play mischief   while lecture is going on. Not all are sincere, serious enough so sometimes the problem is their loss of interest, the feel bore when the session is little bit long.

7) **Notes:**
The college authorities take enough care to report the news of webinars and other programmes on BJVM's Facebook page. All the details regarding events are available including photographs so it may prove motivative for other institutes to organise such webinars. The plan and information regarding the webinars organised by other colleges is also shared with the participants so they can extend the horizons of their knowledge. The news on social media platform also Pave the

	way for collaborative activities and jointly plan and execute. Such activities in the interest of the students and the faculties such online activities save time, money and energy (budget-friendly) so, they should be planned and we all should welcome the transform of the education system in the pandemic and post pandemic through this online programme. This the best ever way to serve the students and faculties.

Note:

Format for Presentation of Best Practices

1. **Title of the Practice**

This title should capture the keywords that describe the practice.

2. **Objectives of the Practice**

What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)?

3. **The Context**

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

4. **The Practice**

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

5. **Evidence of Success**

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

6. **Problems Encountered and Resources Required**

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

7. **Notes (Optional)**

Please add any other information that may be relevant for adopting/ implementing the Best Practice in other Institutions (in about150 words).

Any other information regarding Institutional Values and Best Practices which the university would like to include.

Key Indicator - 7.3 Institutional Distinctiveness

Metric No.	
7.3.1 Q_lM	*Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words* <u>Collaborative Activities during the year</u> The college under the guidance of the Principal and the IQAC team has signed MOU's with different agencies & institutions, NGO's and throughout the year even in the time of Covid-19 Pandemic when long established patterns of day to day lives of a large majority of people was disrupted; has focused on collaborative activities in the interest of students and faculties and institute at large. All the collaborative activities listed below are distinct in nature. Some of them are virtual activities and some are conducted following the SOP of the Government and the university. The activities carried out really proved beneficial to the students and the faculties and the efforts of the resource persons and the agencies with whom we conducted the activities are praise worthy. **Table Link:** **Provide web link to:** • Appropriate web in the Institutional website • Any other relevant information

Future Plans of action for next academic year (200 words)

The College IQAC has identified the broad objectives which the college should strive to achieve during the next academic year which are enumerated as under-

- To be able to enhance the Brand Equity of the college, which it has created for itself into not only Anand district but at State and National Level.
- To create an enabling environment for holistic development of students, faculty and support staff.
- To facilitate continuous upgradation and updation of knowledge and use of ICT, by faculty and students.
- To fulfil its social obligations, in the manner of providing formal and informal education, dissemination of knowledge, organising programmes and activities for the benefit of the community and other stakeholders.
- To create awareness and initiate measure for protecting and promoting environment.
- To encourage and facilitate Research Culture, to promote research by students and faculty and consultancy by Faculty.

➢ **INSTITUTION**
- To revise the Vision and Mission of the college, where necessary, to align with the aforesaid objectives.
- To continuously innovate, introduce new cources and remain relevant to the changing needs of the stakeholders.
- To organize and monitor Quality Assurance and Quality Enhancement activities of the institution.
- To implement suggestions made by the NAAC Re-Accreditation Committee.

➢ **INFRASTRUCTURE**
- At present the institute has one seminar room but now it is essential to build an auditorium. Therefore, it is planned to construct an auditorium of capacity around 130 sutdents.
- To implement structural repairs to building and electrical repairs on the basis of structural audit carried out by the management.
- To implement the recommendations made by the team of Green Audit.
- To provide space for and make available canteen facility for students and staff members.
- To provide resources required for use of technology.

- **ADMINISTRATION**
  - To make available all information online on the college website relating to admission, examinations, courses, rules, committees, activities, programmes, seminars, webinars, workshops, extension activities and others.
  - Use of short messaging service (SMS) apps developed and designed for communication with students.
  - To support various staff benefit and welfare measures.

- **LEARNING RESOURSES**
  - To upgrade Library Resources.
  - Digitalization of research papers published by staff members presented during the conferences on such events hosted by the college.
  - To make available resources for use by researchers at the Research Cell.

- **LINKAGES**
  - To facilitate faculty exchange programmes with other academic institutions.
  - To facilitate student exchange programmes with other institutions.
  - To enter into MOU's with corporate and Industry Associations to promote academia-Industry linkages to enable placements, internships, training, etc. for the students.
  - To foster and strengthen relationship of Alumni with the institution.

- **FACULTY**
  - To facilitate research environment in the college, which encourages faculties to undertake research.
  - To encourage faculty to organize National and International, Faculty Improvement Programmes.

- **SOCIAL OBLIGATIONS**
  - To continue to provide formal education to needy and deserving students by providing fee concessions, fee waiver, book and bank facility, scholarship, etc.
  - To organize programmes on topics of general interest for the benefit of students and society/community.
  - To continue to organize extension activities for the benefit of the society and to create awareness on various social issues.

- **OTHER INITIATIVES**
  - To initiate more scholarhips to reward the students for various achievements.
  - To give additional thrust to campus placements initiatives.
  - To identify talent among students for various sports and cultural activities.

*Name*_____   *Name*_____

_____   _____
Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____ *** _____

Annexure I

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence

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For Communication with NAAC

The Director
National Assessment and Accreditation Council (NAAC)
(An Autonomous Institution of the University Grants Commission)
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