



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

GOVERNMENT ARTS COLLEGE

SECTOR 15, NEAR MAHATMA MANDIR, GANDHINAGAR

382016

www.gacgnr.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Government Arts College was established in 1969 as sister concern of Government Science College with the objective of catering the needs of children of government servants, as Gandhinagar was being developed as the new capital of the state. The institution is run by the Education Department, Government of Gujarat and the college is affiliated to Gujarat University. College also has Babasaheb Ambedkar Open University (BAOU) centre where more than 800 students are registered annually. As an academic institution, we are conscious about the changing scenario in the field of education and constantly committed to honing skills of our students, in order to prepare them for the challenges posed by globalization. The quality enhancement and innovation have become thrust areas in the field of education. We as an academic institution believe that introspection, self-assessment and self-analysis are important aspects of making the system robust. The process of accreditation and assessment is a testimony to the institution's accountability and the college is committed to its vision and mission which ensures the same. With specific objectives, the college is all set to prove its worthiness and gauge its growth as a living organism.

Vision

To inspire a passion for knowledge through delight in learning. Government Arts College's vision is to translate the educational policies of the government into reality for the upliftment of the underprivileged youth in Gujarat.

Mission

- ♦ Teach through vernacular medium.
- ♦ To strive for continuous improvements in performance by genuine evaluation of teachers and students.
- ♦ To encourage the spirit of secularism.
- ♦ To create a promising generation for society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Large green campus and good infrastructure.
2. College is proud to claim to be a safe and ragging-free atmosphere.
3. Experienced, dedicated and highly qualified faculty members selected through GPSC.
4. Excellent facilities for sports with large play ground.
5. Active NSS and NCC units exist, thereby providing excellent opportunities for students in NCC boys and girls units to join as commissioned officers in the Defence forces, as both the units have efficient ANOs (Associate NCC Officers).

6. The administrative functioning of the college is student centric and tries to provide full support to the students in all the administrative dealings.
7. Unique training and development under finishing school programme is specially designed to improve confidence level, analytical power, presentation and communication skills and technical know-how. The students are then evaluated on the above-mentioned aspects, thereafter successful candidates are awarded certificates.

Institutional Weakness

1. Lack of international collaborations.
2. Less number of funded research projects.
3. Frequent transfers of college teachers.
4. The college does not have any financial autonomy for resource mobilization and therefore delays are often experienced in matters of day-to-day importance, required for the efficient functioning of the college.

Institutional Opportunity

1. Participation of students in various activities, extra-curricular along with Vocational training.
2. Interaction with various government agencies and development sector.
3. Potential placement opportunities being located in capital of the state.
4. To promote core interdisciplinary studies.

Institutional Challenge

1. Acquiring more number of research projects
2. Introducing more number of short term courses.
3. To motivate, inspire and expose students to the job-oriented opportunities.
4. To encourage students for higher learning and competitive exams.
5. To strengthen the alumni.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is affiliated to Gujarat University and follows the University's curriculum. University also declares academic calendar well in advance so that the college can plan accordingly. College also follows university's academic calendar. Every department prepares teaching-learning diary, plans various activities at the departmental level, which is then presented before the IQAC for perusal. Academic planning implementation and review of the curriculum is carried out at the departmental level. Classroom teaching is supplemented with

seminars, workshops, group discussions, tutorials, paper presentations, projects, educational field trips etc. The college encourages teachers to regularly attend orientation, refresher and short-term courses and motivates them to present and publish research papers. The curriculum covers various issues regarding environmental awareness, human values, professional ethics, gender-sensitivity under the soft-skill and foundation courses. Formal feedbacks are collected from students while informal feedback is sought from parents and alumni which are then presented before IQAC and the principal discusses it in common-room meeting wherein suggestions are taken from faculty members regarding the same.

Teaching-learning and Evaluation

Teaching, learning and evaluation are the most important functions of any institute of learning. Government Arts College is very actively involved in enriching the process of education and is conscious of the changing role of academic institution. The college believes that each child is unique in its own way. Mother Nature has bestowed every individual with intelligence that enables him or her to excel provided there is someone to facilitate that process. All the experimental and innovative methods are used to make the teaching more learning based and interactive, slow learners are given special attention, advanced learners are encouraged to play important role in classroom and are entrusted with special responsibility of supporting slow learners. Students have access to library and its e-resources. There is a good collection of audio-visual aids to make learning more interesting and meaningful. Teachers also participate in state government programmes of virtual classroom (BISAG – state institute of space application and geo-informatics) hence students are exposed to contemporary teaching methods. The university has introduced CBCS and the college follows the system apart from regular exams, quiz, classroom presentation, guest lectures and seminars by in-house and invited experts from diverse fields comprise our evaluation strategy.

Research, Innovations and Extension

The college is aware of changing scenario in academic field and has made strides in creating research climate in the institution. Teachers are encouraged to take up research projects and are motivated to participate in conferences and workshops at national and international level. The IQAC orients new faculty and students on research methodology. The college also provides infrastructural support to teachers undertaking their doctoral research. College even sanctions leaves to attend coursework. Couple of teachers also availed teachers' fellowship under the UGC's faculty development programme. Each department is given computer and printer along with internet connection to access updated information related to subject.

With the view to creating socially enlighten responsible citizens, students are motivated to get involved in extension activities. NSS plays the role of an umbrella organization under which a number of activities are organized. There are several initiatives which are not primarily under the purview of NSS but have become college's best practices in extension activities. Students of the college in collaboration with the Department of Climate Change, GoG conducted a survey on carbon-footprint in Gandhinagar. College also had informal collaboration with a community leader (Shri Amrutbhai Patel) who extensively worked on declining sex-ratio in Gujarat.

Infrastructure and Learning Resources

The college has a large campus with a well-maintained playground. College has 23 classrooms, one Digital Educational Learning Laboratory, psychology and geography laboratories, library and auditorium. There is provision for girls' common room, indoor games, separate room for NCC officers (girls and boys), NSS co-ordinator, cultural activities and IQAC. The college is well-equipped with audio-visual aids (e-library and its resources via N-List). Library is partially automated and the daily footfall is recorded.

Digital educational learning laboratory has 25 computers including the master console. It is equipped with Wordsworth – software for spoken English language and active SCOPE (Society for Creation of Opportunity through Proficiency in English) centre.

College also has rooftop solar generation plants since 2011 maintained by GPCL (Gujarat Power Corporation Limited).

Student Support and Progression

The college has student-centric climate. Students' representation is reflected through various bodies like Students' Representative Council (SRC). The beginning of the new academic year, new SRC is formed as per the guidelines of Gujarat University. The representatives are selected on the basis of merit. Students also have representation in other committees – statutory and non-statutory. Their grievances are addressed by Grievance Redressal Cell and necessary action is taken on regular basis. The college has functional anti-ragging committee, internal complaints committee and SC/ST/OBC & Minority cell. Regular programmes are organized to sensitize students towards these issues and senior students play important role in introducing the fresher students to these important committees. Since the college is located in the state capital, students get exposure to represent college in various programmes of state government. A number of students have participated before election in Voters' Awareness Campaign and Run for Unity.

The college has active UDISHA (Universal Development of Integrated Employability skills through Higher Education Agencies) cell which is responsible for skill-based training and placement related activities. Students are trained in soft-skill and vocational training is also imparted.

College has alumni association with a objective of involvement of past students for the overall development of college.

Governance, Leadership and Management

The college is run by Department of Higher Education, Government of Gujarat and is affiliated to Gujarat University. The governance is primarily a subject of higher education department.

College level governance is looked after by the Principal selected by GPSC (Gujarat Public Service Commission). The principal works in close collaboration with Commissioner of Higher Education, university and college faculty. The principal as Head of the Institution ensures the smooth functioning of college by implementing the policies of state government and is responsible for maintaining harmonious academic climate. The college established IQAC after its first cycle of accreditation and this cell is responsible for academic and administrative initiatives. Planning of various activities and their audits are conducted as per the suggestions and guidance of the IQAC. Academic and administrative audit (AAA) was conducted and the college closely works in collaboration with the KCG (Knowledge Consortium of Gujarat) for the

implementation of various student-centric policies.

The various administrative functions are undertaken through various digital softwares. GSWAN (Gujarat State Wide Area Network) used for Integrated Financial Management System (IFMS). Software like First Computer is used for fee collection and cashbook maintenance. For account purpose Pay Roll software is used.

The college website acts as an information disbursement platform to students as well as teaching and non-teaching staff. The college has also introduced mass SMS system for keeping students updated. The college is committed to its vision and mission which is clearly stated on the college's website as well as on the college's notice board and the good governance of the college ensures the implementation of the vision and mission of the college in spirit and value.

Institutional Values and Best Practices

The aim of the college is to create socially enlightened and responsible citizens. College is committed to its vision of striving for continuous improvement and performance which is reflected in the various activities being regularly arranged in the college. The full-time security ensures safe environment especially for girl students. Not only students' complaints but also their suggestions are taken into consideration at the time of annual planning. The college timings were changed from Noon to Morning from the academic year 2017-18 taking into consideration the suggestions of the students.

Free coaching classes and counseling for competitive exams is one of our best practices. Other than students who are preparing for competitive exams come to the various departments for guidance as the college has GPSC qualified teachers and is run by government. The college has become a centre of learning for the youth of Gandhinagar.

The college marches ahead not only in academics but also in extra-curricular activities. Rather it mixes holistic education through extra-curricular activities. In order to fulfill these conditions, we take help of the activities done by Saptadhara, NCC, NSS, CWDC, SRC, sports etc., which eventually help the students in building their career and our institutional values also.

The college regularly organizes activities like self-defence training, counseling students on gender-sensitization issues by inviting known personalities. The institution is proud of having not only students' participation but also faculties not only in cultural and sport activities. We are proud to announce that the college has received a trophy and certificate for the 'Best Government College' in 2014.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT ARTS COLLEGE
Address	Sector 15, Near Mahatma Mandir, Gandhinagar
City	Gandhinagar
State	Gujarat
Pin	382016
Website	www.gacgnr.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Himmat Bhalodiya	079-23224237	9879183002	-	gacgnr@gmail.com
IQAC Coordinator	Niyati Mistry	-	9426161362	-	niyati.mistry@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	15-06-1991

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

State	University name	Document
Gujarat	Gujarat University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	13-01-2015	View Document
12B of UGC	13-01-2015	View Document

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

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

Details of autonomy

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

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

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Sector 15, Near Mahatma Mandir, Gandhinagar	Urban	18.75	3052.25

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Gujarati	36	TWELFTH PASS	Gujarati	120	99
UG	BA,Hindi	36	TWELFTH PASS	Hindi	120	53
UG	BA,Sanskrit	36	TWELFTH PASS	Gujarati,Sanskrit	120	79
UG	BA,English	36	TWELFTH PASS	English	120	75
UG	BA,Geography	36	TWELFTH PASS	Gujarati	120	103
UG	BA,History	36	TWELFTH PASS	Gujarati	120	103
UG	BA,Sociology	36	TWELFTH PASS	Gujarati	120	112
UG	BA,Psychology	36	TWELFTH PASS	Gujarati	120	102
UG	BA,Economics	36	TWELFTH PASS	Gujarati	120	95
UG	BA,Political Science	36	TWELFTH PASS	Gujarati	120	29
PG	MA,Gujarati	24	B.A	Gujarati	75	45
PG	MA,Hindi	24	B.A	Hindi	75	16
PG	MA,Sanskrit	24	B.A	Gujarati,Sanskrit	75	11
PG	MA,English	24	B.A	English	75	41
PG	MA,Geography	24	B.A	Gujarati	75	9
PG	MA,History	24	B.A	Gujarati	75	28

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PG	MA,Sociology	24	B.A	Gujarati	75	32
PG	MA,Psychology	24	B.A	Gujarati	75	35
PG	MA,Economics	24	B.A	Gujarati	75	71

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				22				29			
Recruited	0	0	0	0	12	10	0	22	4	2	0	6
Yet to Recruit	0				0				23			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				13
Recruited	10	3	0	13
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	10	10	0	2	2	0	24
M.Phil.	0	0	0	1	0	0	0	0	0	1
PG	0	0	0	1	0	0	2	0	0	3

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	3	0	5
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	1	1	0	2

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		0	2	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	185	0	0	0	185
	Female	257	0	0	0	257
	Others	0	0	0	0	0
UG	Male	1011	0	0	0	1011
	Female	320	0	0	0	320
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	212	182	178	50
	Female	60	67	65	36
	Others	0	0	0	0
ST	Male	241	211	193	42
	Female	63	67	60	45
	Others	0	0	0	0
OBC	Male	551	496	531	221
	Female	45	94	80	61
	Others	0	0	0	0
General	Male	376	316	343	698
	Female	61	56	70	178
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1609	1489	1520	1331

3. Extended Profile

3.1 Program

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

Response: 19

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

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

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2078	1962	1946	1949	2165

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
928	928	928	928	928

File Description	Document
Institutional data in prescribed format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
553	605	628	628	636

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
28	26	27	27	27

File Description	Document
Institutional Data in Prescribed Format	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
51	51	51	51	51

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 23

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

2017-18	2016-17	2015-16	2014-15	2013-14
4.13	5.01	8.13	11.5	1.46

Number of computers

Response: 41

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Government Arts College, Gandhinagar is affiliated to Gujarat University, Ahmedabad, and it follows the University prescribed curriculum. Different steps which are followed by the institution to ensure effective curriculum delivery through a well-planned and documentation process are as follows:-

- 1.The Annual Academic Calendar is prepared according to the University Calendar prior to the commencement of the academic year by IQAC, specifying available dates for significant activities to ensure proper teaching –learning process and continuous evaluation and it is displayed in the Students, Professors ,Notice Board & College Website. Meeting is held in each department at the end of the academic year to discuss about the course distribution for the next academic session. Based on the expertise of individual Professor, the syllabus is allotted to them by the Head of the Department. Every department prepares teaching plan, allotting term-wise topics to be taught.
- 2.Syllabus of each subject for the academic session is provided to the students. Some Professors maintain a personal diary for effective academic planning, implementation and review of the curriculum. Theory & Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year by the Routine Committee and is published in students' & Professors' Notice Board & College website. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, Tutorials, Departmental Quiz, paper presentation by the students, projects, group assignments, term-papers, educational tours, field trips and industrial visits for effective delivery of curriculum, which are done in a planned manner. The College Central Library provides teachers with necessary learning resources for effective delivery of curriculum. All faculty members have been provided with unique user ID and password for accessing NLIST. In addition to the general library, Seminar Library has been set up in each department in order to enhance the in-depth knowledge of the students. Library related information are well maintained.
- 3.All Internal Examinations like Class test, Mid-term test, Test-Examination, are conducted to check whether the students have acquired knowledge as outlined in the objectives of the curriculum. All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students. Remedial / Special classes are conducted for low achievers. Advance Learners are made to solve University Question papers and efforts are made by Professors to improve their performance. Record of the regular attendance, mark lists and progress of the students are maintained and preserved by the respective departments. The college encourages faculty members to attend Orientation/Refresher courses, workshops and present papers in seminars conducted by the affiliating and other Universities for acquiring necessary skills for effective delivery of the curriculum. Photo copies of the Certificates of the above courses are provided by faculty members to IQAC for documentation.

1.1.2 Number of certificate/diploma program introduced during the last five years**Response:** 0**1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

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

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**Response:** 103.7**1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
8	6	6	6	2

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility**1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 0**1.2.1.1 How many new courses are introduced within the last five years**

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 100

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

Response: 2

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
00	00	00	00	00

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

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

Government Arts College strictly adheres to the norms-academic calendar, syllabus and code of conduct laid down by the Gujarat university. The college offers 10 subjects at UG and 9 subjects at the P.G level as main subjects. At the undergraduate level, issues regarding environmental consciousness, human values & professional ethics, gender and language proficiency enhancement are taught under soft skills and foundation course.

Under human values and professional ethics, Indian political system, essence of the Indian constitution,

democratic ideology with social, political and economic democratic values with special reference to the rights of the marginalized are focused in the course.

Ethics at the undergraduate level are included under subjects like cultural geography, Gandhian thought and global economic imbalance to which students are acquainted. Languages are given equal importance. Gujarati being the mother tongue is the common medium of communication. Hindi language is professed and propagated widely among the students through Hindi writing skill and introductory course on journalism. The college recognizes the demand of English across the globe and therefore lays stress on effective communication skills in English. Vedic language Sanskrit offers *Sanskrit Sambhashan* course every year to rejuvenate the oldest classical language.

In some courses like Economics and Geography, environment and sustainability issues are part of their syllabus. All courses offer papers highlighting the issues related to gender which enhances the awareness among students about the less deprived section of the society.

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

Response: 0

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

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 3.71

1.3.3.1 Number of students undertaking field projects or internships

Response: 77

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
URL for stakeholder feedback report	View Document

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

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: C. Feedback collected and analysed

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0.06

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

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

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

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 52.39

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

2017-18	2016-17	2015-16	2014-15	2013-14
1155	866	903	880	1108

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

2017-18	2016-17	2015-16	2014-15	2013-14
1875	1875	1875	1875	1875

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 77.74

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

2017-18	2016-17	2015-16	2014-15	2013-14
821	641	630	776	739

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The college identifies slow learners and advanced learners on the basis of the preliminary (first) test.

The college encourages advanced learners to participate in the state and national level conferences. They are even encouraged to improve their academic performance and prepare for competitive exams.

Advanced learners are encouraged to participate in state and national level competitions, seminars and conferences. They are also encouraged to interact with toppers of other colleges.

These students are assigned responsibility of informal mentoring of fellow slow learners.

Slow learners are given special attention. And on many occasions, departments also involve the parents of the student for counseling. Slow learners are also given personal coaching at departmental level.

2.2.2 Student - Full time teacher ratio

Response: 74.21

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.1

2.2.3.1 Number of differently abled students on rolls

Response: 2

File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

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

Response:

Apart from classroom teaching following methods are practives by the institutuion for participative and interactive learning

Sandhan – Department of Higher Education, GoG introduced a satellite based learning programme known as ‘Sandhan’ which was being telecast through state satellite centre, BISAG (Bhaskaracharya Institute of Space Application and Geoinformatics). This programme was conceptualized with the idea of connecting students of various colleges of Gujarat to the subject experts through virtual classroom. 2009-10 onwards students of arts, science and commerce faculty regularly participate in the programme. This college is also connected to this centre, students and teachers both are actively involved in this activity. Students were not just inactive beneficiary but they also interacted through two-way communication facility.

College also has Digital Education Learning Laboratory (DELL) where e-Resources such as CDs/DVDS are shown. Students are even shown films, videos, documentaries relevant to their subjects and are given assignments to work upon.

Regular guest lectures are also arranged, subject experts are invited to interact with students, department wise one-day seminar and workshops are organized where students are expected to give presentations.

Students also go for field visits and educational tours are arranged. The students of Department of Geography also prepare field report which is included in their practical journal which is evaluated.

The college has a WiFi enabled campus, two WiFi namely NAMO and ‘Gandhinagar Smart City’ with 10 Mbps speed are installed which supports the participative learning.

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

Response: 100

2.3.2.1 Number of teachers using ICT

Response: 28

File Description	Document
List of teachers (using ICT for teaching)	View Document

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

Response: 0

2.3.3.1 Number of mentors

2.3.4 Innovation and creativity in teaching-learning

Response:

The college has informal tie-ups with Gujarati Sahitya Academy, Sanskrit Sahitya Academy, Hindi Sahitya Academy, State library (located at Gandhinagar), Gujarat Vishwa Kosh Trust (Ahmedabad) and Gujarat Ecological and Educational Research (GEER) Foundation.

One-day seminars are arranged at departmental level and students give presentations on topics assigned to them. Geography, History and Sociology department undertakes regular field visits and tours to give students a on-field perspective on their respective subjects.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 52.94

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 63.74

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	20	17	15	14

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 0.64

2.4.3.1 Total experience of full-time teachers

Response: 17.9

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

Response: 11.11

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

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

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 2.35

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

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

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

2.5 Evaluation Process and Reforms

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

Response:

The examination system has been change after the adoption of semester system at the university level from 2011.

Since the college is affiliated to the university it follows University guidelines and norms for the external and internal examination and assessment .The college conducts internal examination in the end of every semester. For continuous evaluation, students are given assignments and projects and they are asked to present them in classroom. Out of 30 marks assigned for the internal evaluation 15 marks are allocated for the internal exam, 10 for assignment, presentation, project etc., and 5 for class attendance. Students with less than desired attendance are made to appear for re-test.

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

Response:

For the purpose of making the internal examination process transparent, internal marks are compiled and displayed on departmental and college notice board. The cross verification of marks is done at departmental level before it is submitted to the university.

Students are informed about the evaluation process in the beginning of the session. The college follows the below mentioned evaluation system.

1. Assignment and seminars
2. Presentation
3. Quiz
4. Attendance and participation in the class

Apart from these participation in co curricular and extracurricular activities are considered. College adopts summative and formative evaluation approach.

The above are integral part of the assessment. The evaluation system is transparent wherein they have an opportunity to register their grievances and same is redressed by the examination committee.

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

Response:

The college staff pays full attention while assessing internal examination papers and preparing results. In spite of that if student has any issue it is address in the most systematic manner. After evaluation of internal assessment, answer sheets are given to students to have an idea of their performance in the test. If they come across with any doubts or correction, then college has made mechanism to resolve them.

The examination committee which includes the convener of student's representative council listen to his/her grievance and tries to solve the issues with the involvement of concerned teachers of subject.

The principal also sees to it that student get fair chance to represent the issue and ensures that he/she get justice.

The college sticks to the norms laid by Gujarat University regarding semester examination and evaluation.

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

Response:

College strictly adheres to the academic calendar prepared by the university which covers the events admission, orientation, commencement of new academic session, conducting students oriented programmes like presentations, seminars, guest lectures supported by field trips , internal examination and announcement of result . Apart from academic activities co-curricular activities like college level cultural festival, Garba during Navratri, Sports meet etc., are arranged. The academic calendar communicated to the students through website.

2.6 Student Performance and Learning Outcomes

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

Response:

The college is a UG college which offers B.A in Gujarati, Hindi, English, Sanskrit, Psychology, Sociology, History, Economics and Geography. Political Science is offered as a subsidiary subject. Our focus is on graduate teaching and teachers see to it that students not just perform better in the exam but there is continuous improvement academically. At the onset of the new academic year, each department prepares the details of the semesterwise activities. Teaching is also planned which includes programme specific needs.

Same is discussed with the students during the orientation. The principal and the head of the departments while acquainting the students with the college deliberate on course outcomes and programme specific outcomes. At the beginning, all teachers are recommended to discuss and communicate the course outcome with their students in the classroom. Programme specific outcomes are also communicated to the parents during the first counseling session at the time of admission process.

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

Response:

The college is a UG college which offers B.A in Gujarati, Hindi, English, Sanskrit, Psychology, Sociology, History, Economics and Geography.

The principal and the head of the departments while acquainting the students with the college deliberate on course outcomes and programme specific outcomes. At the beginning, all teachers are recommended to discuss and communicate the course outcome with their students in the classroom. Programme specific outcomes are also communicated to the parents during the first counseling session at the time of admission process.

Sanskrit – students will get acquainted with Vedic and classical language as well as get insight into the literature. Students get overview of various branches of knowledge system. They are exposed to the ancient knowledge of Indian civilization.

Hindi – Hindi being largest spoken language in India is a confluence of many Indian languages. The course exposes students to understand the journey of Hindi language and its contemporary relevance. Students acquire necessary skills for effective communication of national language which enables and empower them to take national and even state level competitive exams.

Gujarati – students gain knowledge of the mother tongue and regional language and literature play an important role in the understanding of local social system. Students get to know about the socio-cultural history of the state through literature. They are exposed to the diversity of literary and social voices and even marginalized and in this manner this course makes them sensitive towards society.

Political science – students attain basic knowledge of various political system of the world – its regional pattern with special emphasis to the India political system. They obtain knowledge about our Constitution and its various aspects like fundamental rights, duties, judiciary, legislature and executive which are beneficial to them for competitive exams and also in making them ideal citizens.

English – English course offers student to develop writing skill, communicative skill and listening skill that will make them competent to learn, understand and communicate effectively through the study of English course at undergraduate and post graduate level.

History - Acquire knowledge of chronology, narrative and major historical development. In general course of history students are exposed to the concepts of multiculturalism, multilingual, multi religious identity. Students develop contextual insights into human experiences with reference to place and time.

Economics - Develop capacity to understand core economic terms, concepts and theories. Learn quantitative reasoning skills, data collection, processing and interpretation with statistical inference. The course enhances career choices by inculcating professional skills.

Geography - Students develop basic skills that Geographers use in perceiving the concept of place, space and region. Students understand basic tools of geographical analysis. Students learn basics concepts of field work, data collection, data processing and analysis with the exposure of geographical excursion.

Being a bridge science the course serves the purpose of exposing students to physical geography as well as human geography. The essence of the course is to understand the dynamic relationship between man and environment..

2.6.3 Average pass percentage of Students

Response: 73.8

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

Response: 414

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

Response: 561

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 5.85

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	2.925	2.925	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 10.71

3.1.2.1 Number of teachers recognised as research guides

Response: 3

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

Response: 0.37

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

Response: 2

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

Response: 27

3.2 Innovation Ecosystem

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

Response:

Government Arts College, Gandhinagar has created an ecosystem for innovation and transfer of knowledge. Our five faculty members are registered as Ph.D. supervisors and so far a single PhD has been awarded. In the last five years 42 research papers have been published in reputed national, international journals and conference proceedings. In the last five years, 57 faculty members across all disciplines have presented papers in International conferences, seminars and workshops. College has started a number of certificate programmes like cookery classes, self-defense classes without charging any fees from students. The college has organized 5 national conferences in the last five years. The college does not have any incubation or start-up programmes as the college is an Arts college. But the college has a MoU with Gujarat University Start-up and Entrepreneurship Centre (GUSEC)

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years**Response:** 0

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

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

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards**3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research****Response:** No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response:** No**3.3.3 Number of Ph.D.s awarded per teacher during the last five years**

Response: 0.33

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 1

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 3

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 3.33

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

2017-18	2016-17	2015-16	2014-15	2013-14
12	28	18	22	10

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

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

Response: 2.07

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	13	19	13	8

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

3.4 Extension Activities

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

Response:

The institution carried out many activities in the neighbourhood community. College has the following clubs and committees to name a few –

1. Cultural club
2. Nature club
3. Heritage club
4. Vivekananda centre
5. Babasaheb Ambedkar centre.

Stating the achievements, the college got first rank in Grand Education fair. The NSS club of our college is actively organizing various programmes like AIDS awareness programme, Thalesemia testing programme, Blood donation programme, Swachchh Bharat Abhiyan, Environmental issues awareness programme, Health issues programme etc,. College has also received an award for Best Government College by the State Government in 2014. One of our student, Mr. Krushnavirsinh Ranvirsinh Zala received an appreciation award of Best Campus Ambassador for Matdaar Jagruti Abhiyaan (Election awareness programme) during the Assembly election in 2017. The college regularly organizes educational tour and industrial visits. The Heritage club organizes Heritage walks which acquaint the students and also the public regarding the Heritage monuments like historical places, coins, heritage articles, etc.

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

Response: 3

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

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

File Description	Document
Number of awards for extension activities in last 5 years	View Document

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

Response: 0

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

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

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

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

Response: 0.01

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

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

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

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

Response: 6

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

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

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document

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

Response: 0

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

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

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Our college is well equipped with teaching learning facilities. College has built in area of about 18.75 acres and the class rooms are quite spacious and properly ventilated. Out of 23 class rooms are equipped with audio visual and projector facilities. One class is also configured for ALM (Active learning methodology). Our institution is also equipped with two wifi systems ; smart city wifi and Namo wifi having capacity of 10 mbps. The first year students of the college are also given tablets at subsidized rate for teaching learning purpose. College also has alternative energetic system in the form of solar energy which generates 250 units per day. Adequate number of washrooms are available in college. College is having separate room facility for faculty of N.C. C., N.S.S., C.W.D.C., cultural room, Girls' room, DELL, Auditorium with capacity of 500 students, psychology laboratory, Geography laboratory and IQACcell. College also has water purifier.

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

Response:

The college is catered with well developed play ground with an area of 43708 sq meters. The ground is utilized for cricket, volleyball, football, hand ball, table-tennis, kabbadi, kho-kho, Athletics and other sports related activities. More than 40 students have participated at national level games in last five years and 2 students participated at national, 2 at international level and 3 at state level. Our students have been active players of IPL tournament also. College also has good facility for indoor games as well; two carom boards and two chess boards are available and students have represented college in indoor games at various levels.

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

Response: 8.7

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.**Response:** 0

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

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

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

The library is partially automated by Library software. The process of automation SOUL is undertunnel. The college has large collection of books. It has a collection of 22,000 books, 80409 e-books, 3828 e-journals and 14 periodicals. The college also has subscription to 6 newspapers (4 Gujarati and 2 English). The college library also extends facilities like maps, CDs etc. If these cater to the needs of students visiting the library. If the staff need copies of the ebook, it can be done through librarian. Efforts are being made to fully digitise the library in due course.

At present the reading room has the capacity to accommodate 20 students. Efforts are also being made to transfer library to a room where more number of students can be accommodated. At present the Integrated Library Management Software (ILMS) is 'Library' and it is partially automated.

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

Various reports of state and central government are available in the college. These reading material help them in pursuit of their academic needs. The college has subscribed a number of magazines which are relevant to youth in preparation of various competitive exams. College has good collection of encyclopedias including 'Gujarati Vishwakosh'. Apart from the regular library the college has a collection

of CDs/DVDs including some of the best creation of Doordarshan - 'Discovery of India' and collection of Indian classical music and dance to prepare students for holistic education. Each department is also given CD/DVDs relevant to their subjects to support the classroom teaching.

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

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

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

Response: 0.06

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.21330	0	0.06708	0	0

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

4.2.5 Availability of remote access to e-resources of the library
Response: Yes
4.2.6 Percentage per day usage of library by teachers and students
Response: 0.09
4.2.6.1 Average number of teachers and students using library per day over last one year
Response: 2

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi
Response:
<p>The college encourages the use of technology for the purpose of teaching and learning. The computer lab which is popularly known as DELL (Digital Education Learning Laboratory) has 25 computers. The college has two Wi-Fi system facilities namely GSWAN and NAMO Wi-Fi with 10 Mbps speed. The uninterrupted internet facility is provided to staff and students. Students also use the laboratory for the purpose of teaching and learning. The college looks after the maintenance of its IT facility through the AMC (Annual Maintenance Contract) given to a local vendor approved by Government of Gujarat.</p>
4.3.2 Student - Computer ratio
Response: 50.68
4.3.3 Available bandwidth of internet connection in the Institution (Lease line)
>=50 MBPS
35-50 MBPS
20-35 MBPS
5-20 MBPS
Response: 5-20 MBPS
4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)
Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

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

Response: 0.59

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0.24	0	0

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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

Response:

In case of maintenance of physical facilities like college building, ground etc. the electricity bill, Annual Maintenance Contract (AMC), telephone bills, cleaning and maintenance and security are met by the college from the funds provided by the Government of Gujarat. Renovation repair and maintenance and other building works are also done time to time R & B department of the state government. All other facilities are properly utilized for the enrichment of knowledge of staff and students. Digital Education Learning Laboratory (DELL) which houses a good number of computers is well supported by cooling facilities through air-conditioners. Geography lab has adequate number of maps, toposheets, weather maps, models and various instruments which are beneficial to students. The college provides adequate support to maintain it by keeping it clean daily. Students are also oriented on sustainable use of college resources. Psychology laboratory also has a number of instruments and good collection of relevant literature.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 34.1

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

2017-18	2016-17	2015-16	2014-15	2013-14
974	485	709	593	694

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

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

Response: 0.07

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

2017-18	2016-17	2015-16	2014-15	2013-14
7	0	0	0	0

5.1.3 Number of capability enhancement and development schemes –

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

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

Response: 0

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

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

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

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

Response: 0

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

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

File Description	Document
Details of the students benefitted by VET	View Document

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

Response: No

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 0

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

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

File Description	Document
Details of student placement during the last five years	View Document

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

Response: 0

5.2.2.1 Number of outgoing students progressing to higher education

File Description	Document
Details of student progression to higher education	View Document

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

Response: 0

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

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

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

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

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

5.3 Student Participation and Activities

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

Response: 11

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

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

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

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

Response:

Students are included as members in the IQAC. The college has students' council since its inception and the council is actively engaged in academic and administrative functions. The representative of student council has been an integral part of the following functions –

1. IQAC – Two class representatives of T.Y.B.A are member of IQAC.
2. RUSA Committee – RUSA is a flagship programme of the Ministry of Human Resource Development. Our college has received grants under various components i.e., Rupees Two Crores only under Component 7 (infrastructure grant to colleges); Rupees Two Crores and Fifty Lakhs only under Component 9 (Equity) and Rupees Ten Lakhs only under component 12 (Vocationalization of Higher Education). A couple of students are also nominated for RUSA committee.
3. Students Representative Council - As per the mandatory provision of the university, affiliated colleges have to establish a Students' Representative Council which consists of one student as a member per division who is selected on the basis of merit.
4. Apart from this, students are actively engaged in Internal Complaints Committee (ICC), Anti-ragging, Equal Opportunity Cell (EOC), Anti-sexual Harassment Cell and Placement Cell.

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

Response: 2

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

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

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

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

Response:

The college being a government college, the process for the registered alumni was not possible as per norms. The college has informal old students' association where alumni meet time-to-time. The college invites its well placed alumni for various functions and many of them who are in academics help college in academic activities. The college organizes meeting with alumni members twice in a year with an agenda to develop the college academically as well as non-academically. College also invites suggestion from alumni members and collects a formal feedback from pass-out students. The IQAC has alumni member who contributes regularly in various developmental issues.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**Response:** 4**5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

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

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The institution being a government college serves at its best to empower students from rural and urban areas. It is the only government college in the entire district with Undergraduate and Postgraduate programmes. Govt. Arts College abides by the Motto: **“Gyanat Vindem Gauravam” i.e. Knowledge begets self esteem/pride.**

The vision and mission of the college is as under:

Vision:

“The College strives to inspire passion for knowledge through delight in learning. The vision of Government Arts College is to translate the educational policies of the government into reality for the upliftment of the underprivileged youth in Gujarat”.

Mission:

“In the light of our Vision Statement the College with the support of Government of Gujarat, aims to spread knowledge amongst the students who are from the socio and economically backward segment of society. The College

- ◆ Teaches through vernacular medium.
- ◆ Strives for continuous improvement in performance by genuine evaluation of teachers and students.
- ◆ Encourage the spirit of secularism.
- ◆ Create a promising generation for society.

The vision and Mission of the College are communicated to the students and staff through the billboard and announcing the same during the morning assembly as well as in the orientation lecture of the each academic year.

The college is performing the following acts to achieve its vision and mission

1. The college is committed to impart quality education to underprivileged youth by encouraging them to participate in extra-curricular activities. Students are also trained to social responsibilities, competition spirit and to face challenges in life.
2. Students are also involved in many committees and clubs to nurture their creative and critical skills/out of box thinking.
3. Students of the college are also provided number of certificate courses without any charges.

6.1.2 The institution practices decentralization and participative management

Response:

As the college believes in inclusive development administrative and academic activities are planned and implemented in participative manner. So it is natural that college practices decentralized policy for its functioning. All the stakeholders are involved in planning alumni, current students, management, parents and faculty for implementation of annual plan. The College has 31 committees and 1 club(Eco club). where students representatives are members and are also part of process of financial decision making for various events. The committees like Anti ragging, Equal opportunity cell(SC, ST, OBC, Minority and EWS cell) Internal complaints committee, IQAC, library committee, students are well represented. For example, The admission committee takes care of online admission process since many years. Similarly examination committee conducts exams in accordance with academic calendar declared by university in the beginning of the academic year. The administrative staff also function as per the staff assigned to various branches like accounts, students branch, scholarship branch, and examinations. The college practices decentralization for non-financial activities. As far as financial activities are concerned, the management is participative but not decentralized.

6.2 Strategy Development and Deployment**6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution****Response:**

College has prepared strategic plan for 7 years which consists of following act, to perform within next years. Eg.

1. To start invention centre
2. to start start-up centre
3. to provide 100% placement support
4. to start canteen
5. to establish alumni house within house
6. Raise fund from alumni for poor students
7. to equip library
8. to convert all class to smart rooms
9. Upgradation of all the laboratories with latest equipment and references
10. to start a separate block for PG

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

Response:

1. The college is a government college which comes under the control of Gujarat Higher Education Department. Principal is the Head and to assist him in administration, academic and financial matters, teaching and non-teaching staff are involved as committee members.
2. Non-teaching beings consists of non-gazetted, while teaching staff consists of gazetted officers.
3. Grants are regulated in service according to Directorate of Higher Education., Government of Gujarat. Recruitment and promotional policies are as per state government and UGC rules.
4. The grievances of student staff and non-teaching members are resolved by Grievance Redressal cell.
5. CDC and CDF committee are also headed by Principal.
6. The final authority regarding permissions lies with the Commissionerate of Higher Education, Government of Gujarat.

6.2.3 Implementation of e-governance in areas of operation

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

- A. All 5 of the above**
- B. Any 4 of the above**
- C. Any 3 of the above**
- D. Any 2 of the above**

Response: C. Any 3 of the above

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

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

Response:

The beginning of the academic year various committees are formed for the timely organization of academic and extra-curricular activities. Teaching, non-teaching and students' member are involved in these committees. The involvement of the student is considered of prime value as it is this responsibility which grooms their leadership quality. The responsibility of each committee is provided on paper to each member of the said committee. At regular intervals each committee meets to plan relevant activity and the decision for conducting any activity is taken democratically. Minutes of the meeting are maintained. A separate register is maintained to record the Minutes of meetings arranged for various sub-bodies and committees. The said minutes are also resolved by the members of committees along with the chairperson of the committee.

Admission committee is responsible for the pre-admission orientation of students and parents while discipline committee is responsible for a disciplined functioning throughout the year. Examination committee is responsible for designing the very form of examination, members suggest the date of internal examination and evaluation method if needs to be modified. The committee is also responsible for the preparation of internal marks and final result. Cultural committee and sports committee organize college level events through which students are selected for the university, state and national level events. Students representative council plays very important role in honing the leadership skills of the students by involving the students in various activities of the college and inculcating a culture of meaningful participatory practice which is the very spirit of democracy. Library committee, career counselling, IT committee are regularly involved in development issues of the college. Statutory committees like anti-ragging, internal complaints committee, grievance redressal cell, equal opportunity cell and CWDC ensures harmonious and just atmosphere in the college and addresses the issues if any issue arise. At the end of each academic session, the minutes are documented and future plans are chalked out.

6.3 Faculty Empowerment Strategies

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

Response:

Since its a government institution all the welfare schemes of the government are implemented with due procedures and teaching and non-teaching staff are entitled to various welfare schemes. Teachers and office staff can avail benefit of various welfare measures not only during their active life and also after retirement and some of the provisions are even lifelong. The medical treatment in a government hospital/civil hospital, group insurance, leave travel concession, educational loan for children are some to name a few. Teachers in a government are entitled to avail two years study leave and as per the state government norms mothers are entitled to child care leave as well. Non-teaching staff members are given financial support/special educational loan to improve their qualification.

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

Response: 0

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

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

File Description**Document**

Details of teachers provided with financial support to attend conferences, workshops etc during the last five years

[View Document](#)

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

Response: 0

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

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

File Description**Document**

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

[View Document](#)

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

Response: 23.14

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

2017-18	2016-17	2015-16	2014-15	2013-14
5	11	7	7	1

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

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

Response:

Government college teachers being officers of Gujarat Education Service are covered under the Gujarat Civil Services norms. As per the service rules all the gazetted officers have to submit their self-appraisal report at the end of the financial year. At the college level too, the prescribed format for the self-appraisal is given to each teacher for self-appraisal which is reviewed by the principal of the college and further submitted to the commissionerate of higher education. As per law, teachers should be informed about their confidential report reviews in due time.

The non-teaching staff is selected by government through the prescribed procedure and they also have to submit annual self-appraisal by financial year end as per the office hierarchy. The registrar of the office is reviewing officer and principal the supreme authority.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

As all the financial dealings are now being done online, the audit system has become more transparent. Being a government college, regular internal financial audit is done through the commissionerate of higher education, while accountant general office conducts the audit of all financial documents regularly. If and when there is some financial issue, the AG auditor raises the issue as AG para which is conveyed to the head office. Many a times head of the institution is asked for the explanation.

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

Response: 0.1

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.10000	0	0	0	0

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

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

Response:

The college is run by the Government of Gujarat. The state government, RUSA- MHRD provides financial assistance for infrastructure development. No self finance programs are offered by this college. Even no strategies have been adopted by college to get funds from philanthropist, alumni and companies to mobilize funds as the process and procedure seek permission from higher authority is time-consuming. The IQAC of the college is exploring the possibilities of fund raising through various sources.

6.5 Internal Quality Assurance System

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

Response:

IQAC of college is constituted and working effectively since 2013. The IQAC follows PDGA mandatory check Act formula to implement plans effectively. A meeting with the members of IQAC have been called thrice in a term to ensure that suggestions and recommendations have been successfully implemented. In last 5 years, four conferences, seminars and workshops have been organised by IQAC. IQAC encourages teachers to write articles, publish papers and to go for minor and major research projects.

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

Response:

The college has established IQAC since 2013. Principal is the chairperson and senior faculty is the coordinator. The committee is responsible for ensuring the quality reforms and strategic planning of the institutional development. The IQAC also stressed upon in-house training for strengthening the quality benchmarks as laid down by the department of higher education, government of Gujarat.

Based on the suggestions of the IQAC, the college is planning to incorporate special counselling and mentoring cell for the slow and advanced learners. IQAC of the college has devised a mechanism to organize remedial lectures for slow learners and to promote advance learners by sending them to various seminars, conferences and workshops. Advanced learners are motivated to participate in state level competition under the IQAC. Students' feedback is also obtained at the end of each academic year. University result analysis is also done by IQAC by the end of every semester. IQAC also recommends infrastructural development of the college.

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

Response: 0.8

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

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

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

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

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

Response:

The NAAC peer team visited in August 2012 and accredited the college with 2.17 CGPA 'B' grade. The peer committee has made valuable suggestions of which following suggestions have been implemented successfully.

1. Teachers were encouraged to improve their qualifications as a result the college has half a dozen more Ph.D teachers to its credit.
2. Teachers also availed UGC fellowships.
3. Minor and major research proposals were submitted.
4. International, national and state level conferences were arranged.
5. Student-centric activities are vigorously undertaken.
6. All the teachers are made to use DELL regularly.
7. Efforts are being made to convert regular classrooms into smart classrooms.
8. All departments are encouraged to expose students to the field by arranging educational trips.

And the remaining suggestions have been considered in our organisational plan.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 17

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	7	3	3

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

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

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

Response:

College takes many initiatives to provide guidance and information to students on gender issues. The College has CWDC (Collegiate Women Development Cell) following the guidelines of the state government. College also runs a programme almost every year for self defense of girl students under CWDC. Besides, CWDC organizes various programmes to make the girl-students aware about various gender sensitive issues. Various known personalities are invited for delivering lectures on such issues. In 2014, PI Ms. Minaxi Patel was invited to guide the students and in 2015, Mr, Vinod Mall (IPS) and Ms. Noor Zaheer, (well-known Urdu writer) were invited. College also has Girls' Common Room where they can rest. Each department has a teacher who takes the responsibility to counsel their department's students.

The Anti-ragging committee of the college also functions quite efficiently.

College ensures safety and security by CCTV cameras (under-repair after renovation), and 24 x 365 security guards. Fire extinguisher and First-aid Box are also placed at specific areas of college.

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 10500

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0.02

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

Response: 2

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 9998

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

7.1.5 Waste Management steps including:

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

Response:

The college supports 'Swacchh Bharat Abhiyan'. As charity begins at home, we put our sincere efforts to maintain cleanliness in and outside the college campus.

Solid Waste Management:

College has placed dustbins in all the class-rooms and even at various places in campus, so that the waste gets collected in a proper place. Under the door-to-door collection of solid waste by the local government body, Gandhinagar Municipal Corporation, the garbage bin is provided and all the waste is collected and

disposed off properly. Old news papers and answer books, assignments are disposed as per the government rules as college cannot directly send it to recycling mill. The waste is segregated as biodegradable and non-biodegradable and the college makes its best possible efforts to place it in the respective dust bins provided to dump it.

Liquid-waste and E-waste Management:

As the college is Arts College, there is not much liquid or e-waste. The responsibility of disposal of e- waste lies on the commissionerate office. The college is asked to send all e waste to the higher office for the disposal.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The college believes in conservation of natural resources. For that purpose we had Rain Water Harvesting System in the campus in the past. But during the renovation of the college building in 2015, the percolation-well has become non-functional. The College being government institution, we have communicated to the Road and Building department to recharge the well.

At present there is no specific devise to harvest rain water but we look forward to the recharge well in near future. College also educates the students on the sustainable use of resources.

7.1.7 Green Practices

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

Response:

The college is vigilant about Environmental protection and Green Practices. The N.S.S. of the college plays an important role in enhancing awareness regarding environmental issues.

- ◆ Many of our students use bicycles as a mode of transportation and most of the students use public transport. Only few students use their own vehicles.
- ◆ As we have a large campus there is sufficient space for pedestrians.

- ◆ College is also organizing various programmes on awareness of plastic and its harmful effects.

- ♦ Administration of the college is paper-less to some extent. The financial transactions are done through IFMS & TFMS systems. Admission and examination process is also to a great extent paperless.
- ♦ College campus is spread in 816752 sq. m. which is surrounded by lush-green trees and flowers.
- ♦ In the past five years, many programmes of tree plantation have been organized by N.S.S.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.14

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0.007	0.006	0.01	0.006

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

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

Response: 12

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

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

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

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

Response: 16

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	3	5	3

7.1.12

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

Response: Yes

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

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

Response: Yes

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

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

Response: Yes

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

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

Response: No

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

Response: Yes

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

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

Response: 23

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony

and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	4	2	3	8

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

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

Response:

College observes birth and death anniversaries of great persons like Swami Vivekanand, Mahatma Gandhi, Sardar Patel, Dr. Ambedkar etc. throughout the year. College also celebrates every year the following days of national importance:

15th August (Independence Day)

26th January (Republic Day)

5th September (Teachers' Day)

30th January (Martyrs' Day)

14th November (Children's Day)

College also participates in various programmes organized by the government on such occasions as 'Run For Unity' organized on Sardar Patel's birth anniversary and 'Run With Soldiers' etc.

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

Response:

- ♦ All the funds which the college receives from the Government are transacted online. The college is accountable to the Government only for the expenditure of that fund, the details of the balance is properly kept and is produced to the concerned authority with required documents for verification. In order to ensure transparency in financial matters, various committees like RUSA, Purchase Committee etc. are formed under the chairmanship of the principal of the college. GeM and GR provisions are laid down. College is functioning effectively through IQAC. The structure of IQAC

consists of one external expert, seven professors, one alumni student and two current students.

- ♦ In the academic field, the work-plan is streamlined in the beginning of the each academic year and as the college strictly follows the University deadlines regarding the completion of the syllabus all the curricular and extra curricular activities are carried out very efficiently within the prescribed duration by our faculty members. The college observes transparency in internal examination & evaluation system and also follows the rules laid down by Gujarat University for external examination and evaluation.
- ♦ In the administration, various committees have been formed by the principal for the smooth functioning of the college work and when required duties are assigned to an individual or a group by the principal and the reports thereof are submitted to the principal. And all such procedures and outcomes are regularly discussed in college meetings.

7.2 Best Practices

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

Response:

As Maggie Callagher says, "Of all the hard jobs around, one of the hardest is being a good teacher." And it is even harder when one talks about teaching students from rural background and underprivileged class of people. But, as we put our sincere efforts to incarnate the motto of our institution - "Gyanad Vindem Gauravam" (Let us gain esteem through knowledge), we strive hard to maximize their possibility of being employed in future and at the same time help them in opening new vistas of different skills lying in them. It is a matter of pride for us that our college has received the trophy and certificate for Best Government College in the year 2014 for overall performance. The two best practices we would like to list here are:

1. Extra-curricular activities
2. Free Coaching for Competitive Exams

1. Extra-curricular Activities:

It is a known fact that students do not like only bookish knowledge but they are interested in learning new things by innovative methods. Today we talk about holistic education which means over-all development of students. For holistic education, extra-curricular activities are a basic requirement.

Objectives of the Practice:

The objective of the practice is to provide holistic education to students. The first and foremost challenging task of a teacher is not only to give bookish knowledge but to produce interest for study in students. In order to carry out the same, first of all it is necessary that students come regularly to college. This can be done by introducing extra-curricular activities that can interest students. For fulfilling this condition, we take help of the activities done by Saptadhara, N.C.C., N.S.S., C.W.D.C., Sports, etc. which eventually help in building our institutional values also! We believe that each student has a spark within himself or herself and the teacher just has to identify it and give it a proper direction so that ultimately it turns out to

be a bright ray of light.

The Context:

As most of the students come from rural and backward areas they have stage fear and hesitation in taking part in various activities. Besides, most of the students do not know about their own hidden potentialities. The parents of the students insist that their children should focus only on studies. They underestimate the value of extra-curricular activities while in fact, such activities provide platform to students to bring out their hidden talents and they can achieve success in other fields also. To persuade students to take part in different activities become difficult due to such reasons.

Besides, girl-students, due to shyness, feel reluctant in taking part in various activities and their parents, to a certain extent, do not allow them to participate in such activities.

As the students come from rural and backward areas, it is a challenging task to train them for the neck to neck competitions at various levels. We have to work hard to make gold out of brass.

The Practice

The first step towards our extra-curricular activity is orientation programme of the students of the first year under the guidance of the S.R.C. (Students' Representative Council) of the college in which the students are informed about various activities of the college organised by Saptadhara, N.C.C., N.S.S., C.W.D.C., Sports, etc. In addition to this, S.R.C. also organises programmes such as celebration of Self-teaching Day, Navratri Festival; and a prize-distribution ceremony in which winners of various activities are motivated by giving trophies and certificates at the end of the year.

Saptadhara, which is an ocean made by the combination of seven *dharas* comprised of different cultural activities like *Gyandhara*, *Geet-Sangeet-Nrityadhara*, *Natyadhara*, *Khelkood-Vyayamdharma*, *Sarjanatmak Abhivyaktidhara*, *Rangkala Kaushalyadhara*, *Samudayiksewadhara*, is a very strong aspect of this college. Every year different activities have been organised in college like Quiz, Elocution, Instrumental and Light Vocal Music Competitions, Mono-acting Competitions, Fine-Arts Competitions, Programmes on Yoga and Vyayam, Local Community Services, Essay Writing Competitions, Poetry Recitation Competitions, Annual Functions. etc. The Principal forms various committees for each of the above *dharas* and such activities are organized in college throughout the year. The Committee members motivate and guide students to participate in the activities held in and outside college by inviting various experts and providing training to students. The college also runs a wall-magazine 'Setu' in which faculty members and students put their creations like poetry, painting, articles etc.

We also motivate our students to participate in the events organised outside the college like Youth Festival organized by the Gujarat University, Kala Mahakumbh organized by the Government of Gujarat, Inter-college competitions, State and National level competitions etc.

The N.C.C. (Boys and Girls) Department of our college regularly does activities like regular parade, participation in various N.C.C. camps, preparing students for 'B' and 'C' certificate exams, train students for R.D.C., other national festivals and social activities, etc.

N.S.S Department of our college prepare our students for the services of the nation. It regularly organizes programmes like blood donation camps, adoption of villages, Tree-plantation Programmes, Programmes on Awareness about Cleanliness, Voters' Awareness Programmes, programmes regarding Environmental Protection and Conservation, etc. Besides, it also encourage students to participate in programmes organized outside the college like 'Save Birds' organized on every Kite-flying Day, 'Run for Unity' organized on the birth anniversary of Sardar Patel, 'Run with Soldiers' and other such activities.

Our C.W.D.C. regularly organises activities like Cookery Workshops, Beauty Parlour Certificate Courses, Self-Defence Trainings, Counselling of Girl-Students on Gender Sensitive Issues by inviting various known personalities etc.

In the field of sports also we motivate our students to participate at university, district, state, national and international levels competitions. Students are given training in various games like Cricket, Volley-ball, Hand-ball, Kabbadi, Kho-kho etc. Our students participate in competitions like 'Khel-mahakumbh' organized by Government of Gujarat and programmes like 'Run for Unity', etc.

Evidence of Success:

As a result of our sincere efforts, every year more and more students participate in extra-curricular activities in and outside the college.

A good number of our students participate every year in the Youth Festival organised by the Gujarat University and make the institution proud by bagging prizes among the reputed colleges at the zonal and inter-zonal levels.

Many of our students have won prizes at the zonal and district levels in Kala-Mahakumbh and Khel-Mahakumbh competitions.

The institution is proud of having not only students' participation but also that of faculties in the cultural and sports activities. Our faculties have also won prizes in at the zonal and district levels in Khel-Mahakumbh-2014 and Kala-Mahakumbh-2018 organised by the Govt. of Gujarat. A remarkable achievement of the N.C.C. Department is that our N.C.C. Officer (Girls) has received the award for the Best A.N.O. The convener of Saptadhara committee has won 2nd Prize at the district level in Mono-acting Kalamahakumbh competition.

Apart from this, our students have performed and won many national and international awards in the sports like Cricket, Taekwondo, etc.

Our student Bhupatsinh Chauhan stood first in 'Whatapp Online Quiz' on Mahatma Gandhi organized by Shri P.H.G. Municipality Arts and Science College, Kalol. In this competition second winner was also our alumnus Mohammed Sakib Patel. In this competition, participation was from all around the world.

In 2017 Grand Education Fair, the college received a letter of appreciation by the Government of Gujarat for the best performance in cultural activities.

We are proud to announce that our college has received the trophy and certificate for Best Government College in the year 2014.

Problems Encountered and Resources Required :

The Saptadhara activities can be performed in a better manner if the college is provided with a fully equipped auditorium and a large cultural room with a good number of musical instruments.

As ours is a government college, for various activities, we have to rely on government for funding and also work within certain financial boundaries.

In sports, no grant is allotted by the Government and hence the institution requires financial support to train students in a better manner.

2. Free Coaching for Competitive Exams

We believe that besides academic knowledge, students should also be provided with the vocational knowledge. In order to prepare students for competitive exams, we arrange regular coaching for our students every year and prepare them for both written and oral examination at various state and national level for different types of jobs.

Objectives

Our prime objective behind this practice is to make the students more competent, self-reliant and self-sufficient. The students of our institution come from all the strata of society. Most of the students belong to those communities in which parents have neither much resource to send their children to good schools, nor have the awareness of the value of education. Students are desirous of joining Government jobs but are in search of proper guidance and platform for the same. We provide this platform and guidance in college itself by arranging coaching. Thus, the institution helps them to build up their career without paying high fees to other commercial coaching classes.

The Context

The contextual features or challenging issues that needed to be addressed in designing and implementing this practice

It is a fact that a large portion of our admissions is occupied by those students who have 2-3 mark-sheets in Std.12 or who have received a very low percentage in the science or commerce streams. To prepare these students for competitive exams is a herculean task. Even though, we do not limit our coaching for our college students but also welcome students from all over Gujarat.

Most of the students who are coming from lower-middle class families do some or the other temporary or less salaried jobs in order to earn some income for their families.

Most of our students come from faraway rural areas as this is the only Government Arts College in the district. Many students stay in hostels and so they are always eager to spend their weekends and holidays at their native place and remain irregular.

In rural areas, most of the families have farming and animal husbandry as their chief occupation and so the parents of such families wish that their children should take over the same occupation and so such students do not get moral support from their families and do not prepare for competitive exams. Hence, they finally end up as unskilled labourers.

It is a challenging task to persuade them and their families for devoting time for the preparation for the competitive exams.

The Practice

We thoroughly prepare students for competitive exams beginning from filling up the form to face the interview. In our training we include the following:

1. How to apply for different jobs and prepare C.V.
2. Personality and communication skill development.
3. To intimate students about important dates regarding applications.
4. To offer classes on various subjects like History, Current Affairs, General Knowledge, Gujarati, English, Mathematics, Constitution, Geography, IPC, Reasoning etc.
5. To give practice to students of OMR-sheet filling and completing exam within time-duration.
6. To conduct mock tests at regular intervals
7. To prepare students for interviews- how to dress up for interview, how to speak, what to speak and what not to speak, interview etiquettes etc.
8. We have arranged special training programmes for TAT, NET, TET etc.

For this, an elimination test is given to interested students and the selected students are given further guidance for which we invite experts of different subjects.

Evidence of Success

As a result of our endeavours, a large number of students succeed in getting government jobs every year. Many of our students have cleared GPSC class I and II exams, PSI and constable exams, Railway, Staff Selection exams, Talati and Gaunsewa Exams, etc. In the course of last five years as many as 23 students from the Department of English itself have got government jobs. The number may increase to many more if counted from all the departments of the college. Many students have cleared other competitive exams like NET, TAT, TET, GSLET etc.

Our students have succeeded in getting jobs at the 'Mega-Placement Camp' recently held at our college. Out of 201 students 45 students got selected for various jobs. Each student was given an opportunity to appear for interview at five companies and our remarkable achievement is that many of our students got selected by all the five companies!

This year we also organized 'Finishing School Project' which was warmly welcomed by the students and they participated in a large number.

The college is proud of announcing that almost every year at Gujarat University Youth Festival our students win in the event of Quiz. This success is the by-product of the preparation for the competitive

exams!

Problems Encountered and Resources Required:

As most of the students come from rural and backward areas, their efficiency in English is not up to the mark. Besides, they have poor schooling and so they lag behind in subjects like Mathematics and Reasoning. They do not have much exposure to the outer world and so their general knowledge is quite poor. We need to provide them with English listening and speaking practices as well as current affairs. For this, we need computers and good internet facilities and latest books on English, General Knowledge, Mathematics and Reasoning. We are planning to have these facilities in near future.

We are also planning to introduce remedial classes for proficiency in English for those students who are weak in English.

7.3 Institutional Distinctiveness

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

Response:

It is the moral responsibility of a teacher especially from a government institution to inspire, motivate and guide the students by providing them holistic education so that they cross the boundary of their fear, anxiety and dilemma and put their foot in the outer world with confidence and self-respect. And, this is all-the mission, vision, priority and thrust- of Government Arts College, Gandhinagar!

As our college is located in the capital city of Gujarat and it is the only Government College in the district we have the privilege to teach the students not only from urban area but also from surrounding villages. Moreover, though there are other arts colleges in the city but very few provide co-education. Also, being a government college it offers an affordable fee-structure to students.

Most of our students come from rural areas. Even though, this college stands upright to announce that it proudly possesses a list of not only first-class students in many of the main subjects at the U. G. and P. G. levels every year but also students who have succeeded in getting jobs in government departments or private institutions. Moreover, many talented and enthusiastic students have made their way in various fields of life like acting, vocal and instrumental music, short-film and documentary shooting, sports, etc. In 2017 Grand Education Fair, the college received a letter of appreciation by the Government of Gujarat for best performance in cultural activities.

Gandhinagar, being the state capital, nourishes in its lap many classes for the competitive exams. As it is the aim of many-a-student to get a government job, this college helps them to prepare for the various competitive exams free of cost. Our efforts include the inspiration and guidance for the competitive exams both verbally and in written form. As a result, a number of students succeed in getting through various competitive exams every year.

The N.C.C. (Boys and Girls) and N.S.S Departments of our college prepare our students for the services of

the nation. As charity begins at home, our social activities are in connection fundamentally with serving local community residing in and around Gandhinagar. Our students have been rendering services to blind students of the BPA for last three years. Every year we organize programmes for voters' awareness in order to create a promising society. Under NSS various programmes like blood donation camps and tree plantation are also organized. Moreover, many of our students have been selected for and participated in the National Camps also.

In the field of sports also, we encourage, motivate and train our students in sports like Cricket, Kho-Kho, Volleyball, Hockey, Football, Handball, etc. As a result, a number of our students have won many state, national and inter-national sports events. We also have a large sports-ground.

Every year we take care of orienting students of First Year to the institution under the roof of our S.R.C. (Students' Representative Council). Besides this, it also organises programmes such as celebration of the Self-teaching Day, Navratri Festival, etc. At the end of the year, we felicitate winners of various events in and outside college and thereby boost their vigour to participate in various activities.

Our C.W.D.C. has organised many activities such as Cookery Workshops, Beauty Parlour Certificate Courses, Self-Defence Trainings, etc.

As Gandhinagar is rich in the case of having people from different states and languages, we have to teach students from various regions. But the institution always encourages them to cross the language barrier and achieve their goal.

5. CONCLUSION

Additional Information :

1. College has Dr. Babasaheb Ambedkar Open University (BAOU) centre where more than 800 students are registered annually.
2. College is coming up with political science as an entire subject at the graduate level as university's Local Inquiry Committee (LIC) has submitted the report to the university.
3. College has started vocational courses under the aegis of RUSA for Beautician, Electrician and Retail sales and marketing wherein a total of 100 students received training and have appeared for the exam. They will be also placed on successful completion of the course.
4. Under the programme of Finishing School supported by Department of Higher Education to enhance the employability of students, the college organized 100 hours intensive programme on Skill-development. Students were given intensive training on life skills (25 hours), employability skills (25 hours) and English functional skills (50 hours). 47 students participated and benefitted from this programme.
5. The college had undergone the process of AAA (Academic and Administrative Audit) conducted by KCG (Knowledge Consortium of Gujarat)
6. Under the National Green Corps scheme of MoEF (Ministry of Environment and Forests, Government of India), the college has been given financial assistance of Rs. 5000/- for the inception of Eco-club.

Concluding Remarks :

Established as sister concern of Government Science College in 1969, it was severed in 1991 and rechristened as Government Arts College.

Governed by the Department of Higher Education, the college has less financial autonomy. In spite of limited financial autonomy and frequent transfers of the teachers, the college has become a flourishing centre of learning for Humanities and Languages. It is the only college in the capital which has 10 specializations at the undergraduate and 9 specializations at the post-graduate level.

Though located in the urban area, we cater to the needs of surrounding villages and large numbers of our students belong to underprivileged sections of the society. With a goal of justifying the vision of all-inclusive development, the college provides equal opportunity to students to realize their potential.

This process of second cycle of accreditation will help us in understanding our strength and challenges that lie ahead.