



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

##### **1.Name of the Institution**

**Shri Vanraj Arts and Commerce College, Dharampur**

- Name of the Head of the institution **Dr. V.D Patel**
- Designation **Principal-In-Charge**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **9427707310**
- Mobile No: **9429056858**
- Registered e-mail **vanrajcollege@rediffmail.com**
- Alternate e-mail **naiknilindi@gmail.com**
- Address **Lal Dungri**
- City/Town **Dharampur**
- State/UT **Gujarat**
- Pin Code **396050**

##### **2.Institutional status**

- Type of Institution **Co-education**
- Location **Rural**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **Veer Narmad South Gujarat University, Surat**
- Name of the IQAC Coordinator **Dr.Nilindi Naik**
- Phone No. **9429056858**
- Alternate phone No. **9106801373**
- Mobile **9429056858**
- IQAC e-mail address **naiknilindi@gmail.com**
- Alternate e-mail address **vanrajcollege@gmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)**

[https://www.vaccdharampur.org/uploads/document/notice\\_WlJZb87f1678755935.pdf](https://www.vaccdharampur.org/uploads/document/notice_WlJZb87f1678755935.pdf)

**4.Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

[https://vaccdharampur.org/uploads/document/notice\\_URTwgRd71678932876.pdf](https://vaccdharampur.org/uploads/document/notice_URTwgRd71678932876.pdf)

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>2.10</b>	<b>2017</b>	<b>27/11/2017</b>	<b>26/11/2022</b>

**6.Date of Establishment of IQAC**

**04/01/2018**

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

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

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

1. Social services in the surrounding tribal areas of Dharampur and Kaprada during Covid-19 Pandemic 2. Blood Donation Camp 3. Celebration of Azadi ka Amrut Mohatsav 4.Orientation Programme 5. Cleanliness Drive by NCC unit

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

Plan of Action	Achievements/Outcomes
To spread awareness among the students for online lectures	It was decided to bring awareness among our students for innovative method of teaching-learning especially during Covid-19 Pandemic
To prepare timetable for online lectures	It was decided to prepare timetable of online classes and motivate students to join without fail
To prepare curricular and cocurricular activities as per academic calendar	It was decided to plan curricular and cocurricular activities under the guidance of chairmen of different committees
To plan webinars during Covid-19 pandemic	It was decided to arrange webinars in various subjects
To plan various online mode competitions	It was decided to plan online competitions under Saptdhara committee

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

## Part A

### Data of the Institution

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• Designation	Principal-In-Charge
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• Alternate phone No.	9106801373						
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<b>4.Whether Academic Calendar prepared during the year?</b>	Yes						
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://vaccdharampur.org/uploads/document/notice_URTwgRd71678932876.pdf">https://vaccdharampur.org/uploads/document/notice_URTwgRd71678932876.pdf</a>						
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Cycle 1	B+	2.10	2017	27/11/2017	26/11/2022		
<b>6.Date of Establishment of IQAC</b>			04/01/2018				
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>							
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount			
0	0	0	0	0			
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes				
• Upload latest notification of formation of IQAC			<a href="#">View File</a>				
<b>9.No. of IQAC meetings held during the year</b>			02				
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes				

<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
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<b>13. Whether the AQAR was placed before</b>	<b>No</b>	

statutory body?	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-21	05/02/2022
<b>15. Multidisciplinary / interdisciplinary</b>	
NIL	
<b>16. Academic bank of credits (ABC):</b>	
NIL	
<b>17. Skill development:</b>	
NIL	
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
NIL	
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>	
NIL	
<b>20. Distance education/online education:</b>	
NIL	

## Extended Profile

### 1. Programme

1.1 319

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



File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1 3320

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 00

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

File Description	Documents
Data Template	No File Uploaded

2.3 895

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**

3.1 31

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 0

Number of Sanctioned posts during the year

## Extended Profile

### 1.Programme

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Data Template	<a href="#">View File</a>

### 3.Academic

3.1 31

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	0
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

4.Institution	
4.1	50
Total number of Classrooms and Seminar halls	
4.2	5567979
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	30
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The college implements effective method to adopt curriculum systematically and maintains record properly. The IQAC, in the beginning of the academic year arranges the academic calendar of the college and each department under the guidance of the Head of the Department prepares teaching plan and distributes the papers in accordance with the expertise of the faculty. Each faculty of college is promoted for the academic and extra curricular activities at the beginning of the academic year. The teaching and non-teaching staff are instructed to follow the academic calendar strictly for the well-organized administration of the institution. While the timetable committee prepares the timetable, it also takes into consideration the mind set of the students. At Undergraduate level, the students have to submit the library assignments during each term. Most of the students in our college belong to tribal community so Environment which is the part of our syllabus at UG level helps us make them aware of the importance of ecology system in our life. Student have to

write a detailed note at the end of each chapter of respective subject. The ICT facilities are utilized for the effective teaching method in the classroom. The students are also benefitted in their learning by other technologies like television , overhead projector, wi-fi etc.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="#">NIL</a>

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

The institution follows the academic calendar and guidelines prepared by Veer Narmad South Gujarat University, Surat. The IQAC also prepares the academic calendar in accordance with the academic calendar declared by VNSGU. The IQAC and other committees plan out curricular and co curricular activities, internal examination schedule etc in the beginning of the term. The academic calendar contains provisional schedules regarding admission process , teaching-learning schedule , examination schedule, curricular and co-curricular activities, extra-curricular activities, sports -cultural events, NSS-NCC activities etc. An additional test is also conducted especially for those students who are unable to appear in regular exam. Generally teaching, non-teaching staff and students are supposed to adhere to the academic calendar in order to achieve excellency in every respect.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://vaccdharampur.org/uploads/document/notice_URTwgRd71678932876.pdf">https://vaccdharampur.org/uploads/document/notice_URTwgRd71678932876.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic**

**A. All of the above**

**council/BoS of Affiliating University  
Setting of question papers for UG/PG  
programs Design and Development of  
Curriculum for Add on/ certificate/  
Diploma Courses Assessment /evaluation  
process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

11

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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

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

00

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

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

00

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

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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

1. As far as the integration of crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability is concerned, Veer Narmad South Gujarat University, Surat designs the curriculum of core and foundation course to serve this purpose. The Board of Studies always plans the syllabus to make students aware of human values and professional ethics, social responsibilities, gender values, environmental awareness and ultimately to make them a responsible citizens of the country. A special importance is given to the gender, caste, class and religious equality apart from basic human values like honesty, commitment etc. by introducing optional papers at different levels. The foundation course is perfectly planned to focus more on the study of language and soft skills. The activities like blood donation , Aids awareness, health check up, thalassemia check-up program, voters awareness program, traffic awareness rally, etc. planned by the NSS and NCC units of the college are also associated with human values and social services.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

00

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

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

00

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

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>URL for stakeholder feedback report</td><td>No File Uploaded</td></tr> <tr> <td>Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)</td><td>No File Uploaded</td></tr> <tr> <td>Any additional information(Upload)</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	URL for stakeholder feedback report	No File Uploaded	Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded	Any additional information(Upload)	No File Uploaded	
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Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded								
Any additional information(Upload)	No File Uploaded								
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>D. Feedback collected</b>								
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File Description	Documents								
Upload any additional information	No File Uploaded								
URL for feedback report	Nil								
<b>TEACHING-LEARNING AND EVALUATION</b>									
<b>2.1 - Student Enrollment and Profile</b>									
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>									
<b>2.1.1.1 - Number of sanctioned seats during the year</b>									
<b>4215</b>									
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<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>									



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

607

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

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

Every possible measure to understand the requirements of our students is exercised by our institution in the very beginning of the classes. Students are counselled very well at the time of admission by different subject experts. We remain constantly in touch with irregular students and also inform their parents about this. At the same time we motivate them to attend the classes regularly. We also arrange extra lectures for the slow learners. We utilize the schemes of UGC to help students who commute daily. Our staff members also help the poor students financially. Advanced learners are given special guidance by the subject teachers who encourage them to study sincerely, work hard and utilize the library at the maximum. . Our library is rich with reference books which are also very easily accessible for such students. The teachers also provide extra reading materials to the students . A number of guest lectures are arranged, movies based on the texts are shown, class presentations and seminars too are an integral part of our strategy. Moreover students with good co-curricular skills are identified through various competitions organized by the sports, cultural, Saptadhara committees and other co-curricular and extra-curricular activities done by the NSS and NCC units.

File Description	Documents
Link for additional Information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
4215	31

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

The majority of our students come from far remote villages of Dharampur taluka. They require special attention, encouragement and motivation to develop their personality. The institution gives complete attention and takes care for the holistic development of the students in and outside the classroom. The students of our institution participate in various curricular and co curricular activities in and outside the college. Students are members in various committees and are assigned duties to arrange various curricular and extracurricular activities to develop sense of responsibilities and leadership qualities. Students are encouraged to participate in various activities organized under NCC, NSS, Saptadhara and Sports at college and university levels. Majority of the faculty members implement lecture method to interpret, explain, revise and illustrate the context of the subject. Interactive method, group discussion, experiential learning, visual aids etc. are also put into practice in the classroom. Special guest lectures are also arranged for effective teaching-learning task. The students are exposed to on-field experience and visit as per the need of different academic programmes. Some students are assigned field-based projects. We also plan industrial visits, fields visit and study trips. The institution has installed NAMO Wi-Fi on the campus. So students are benefitted by ICT enabled audio-visual teaching, too.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

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

The policy of our institution is such that students' progress and welfare are always at the center. The college always gives priority to students' facilities for effective teaching and learning process. The policy of the institution is to equip both, the college and the teaching faculty with IT aided facilities. The college has laptops, computers which are available for power-point presentation as and when arranged in various programmes. We have NAMO Wi-Fi enabled classrooms. We have a plan to provide laptops to each faculty member of the college. Our teachers make use of audio-visual materials, power-point presentation for classes. Some of the teachers prepare their teaching points on laptops and present them interestingly in the class. This makes the teaching-learning process more fruitful and engaging. The teacher plays the role of facilitator. Laptops and Portable Projectors are used in the class rooms as and when needed. The state-wide telecast through BISAG, Gandhinagar is also accessible to the students.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">NIL</a>

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

#### 2.3.3.1 - Number of mentors

31

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

31

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

13

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

##### 2.4.3.1 - Total experience of full-time teachers

912

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 2.5 - Evaluation Process and Reforms

##### 2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

The Mechanism for college internal assessment is transparent and fair in our institution. The college follows the academic calendar and guidelines of Veer Narmad South Gujarat University, Surat for internal and university exams. The examination committee is formed to carry out the internal and the university exams. The internal exam is declared one month prior to the date of University examination so as to enable the students to make proper preparation. The other benchmarks of the evaluation include attendance and assignments. The college conducts additional exams for the students who miss the regular internal exam due to some unfavourable circumstances. Internal evaluation and the marks are displayed on the notice boards and grievance are taken care of if any. The question papers for the internal examination are prepared in a uniform pattern and are submitted to the Head of the Department by faculty members. Once Results are declared to the students, the respective faculty discusses the same with the students and if there is any query, solves it.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

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

The college internal assessment mechanism is transparent and fair in our institution. The college deals with the grievances associated with the internal assessment transparently and efficiently and grievances related to the external assessment are forwarded to Veer Narmad South Gujarat University, Surat. As per the university guidelines, there is a provision for rechecking and reassessment of the answer sheets on demand for the university regular examinations. Students may submit a simple application with nominal fee. University examination related issues are communicated through the Principal- In-charge with proper procedure. Hall-tickets are also provided to those students who cannot access it from the web site. The students who remain absent in the Internal Evaluation test can also reappear for additional test with proper procedure. Marks of continuous evaluation are prepared on the basis of class room presence, submission of assignments, participation in classroom activities etc. as well as their involvement in other co-

curricular and extension activities of the college. This kind of formative evaluation culminates in their college exam results. Once the combined result of college internal exam and continuous evaluation is prepared, it is displayed on notice boards.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NIL</a>

## 2.6 - Student Performance and Learning Outcomes

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

Our institution has displayed the programme specific outcomes of all the departments on our website. All the departments discuss and communicate these POs, PSOs and COs with the students in their orientation programme and also in classroom lectures in the beginning of the semester. This system helps the students understand the topic as well as syllabus with relevant information of the University Examination question paper and its lay-out. College offers UG programme under the faculties of Arts and Commerce and PG programme in English, Hindi, Gujarati, Sanskrit, Economics and Sociology. Generally the university with the help of BoS forms the syllabi of each programme after careful discussion and communicates it to every affiliated college well before it actually implemented. In the beginning of every academic semester, HoD of each department discusses the syllabus with faculty members and prepares its outcomes and tentative teaching plans accordingly. The IQAC and HoDs also take care in increasing learning capabilities and imparting professional expertise to the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://vaccdharampur.org/files/Programme%20Outcomes.pdf">http://vaccdharampur.org/files/Programme%20Outcomes.pdf</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The institution has well-established methods of evaluation, monitoring and ensuring the programme outcomes. The IQAC and exam committee of the college evaluate POs and PSOs for better results of the students in the semester-end examination. The accomplishment of program specific outcomes is very essential for quality enhancement of an institution. For that we take feed back from the students, from the faculty members, from the parents and from alumni too. It is proud moments for our institution that every year our students show an outstanding performance by occupying the top merit position in the university examination. The IQAC analyses the results of the college internal exams and university exam to find out the degree of the achievement of POs, PSOs, and COs. The result of college is always higher than the average result of the University. The students who have achieved first class and distinction marks at the university level are felicitated with trophies and certificates. Students performing extraordinary co-curricular activities through out the year are also awarded with trophies and certificates. The college persistently tries to pursue the goals which are set by IQAC and all the departments regarding its POs, PSOs and Cos.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NIL</a>

### 2.6.3 - Pass percentage of Students during the year

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

895

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="#">NIL</a>

## 2.7 - Student Satisfaction Survey

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

[NIL](#)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00



File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	<a href="#">NIL</a>

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

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

08

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

### 3.2 - Research Publications and Awards

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

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

00

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers

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

00

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

**3.3 - Extension Activities**

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

Along with academic activities, extensional activities like NSS-NCC, sports and cultural are also carried out very sincerely and seriously. The activities of NSS have been functional in the institution from the very date of its establishment. In order to shape the holistic development of the students, the college regularly conducts the social awareness programmes like organizing rallies, cleanliness drive, 'Swachh Bharat Abhiyan' Campaign, Environmental awareness programmes, Run for Unity, Save Girl Child Campaign, Woman Empowerment Celebration, Cancer Day Celebration, Aids Awareness Programme etc. As our college is surrounded with interior tribal villages, many activities like health awareness drive, snake-bite primary tips, thalassemia-Sickle cell check-up, Blood donation camp, Eye check-up camp etc. are also regularly organized by our students. Cleaning of college campus along with eco survey of the campus is integral part of NSS unit. The unit distributes fruits and biscuits in the public hospital on national festivals. The NSS unit also celebrates the festival of Rakshabandhan with the orphan children, patients, prisoners, etc.

Apart from this, the Independence Day, the Republic Day, Gandhi Jayanti, Teacher's Day, National Voter's Day, International Women's Day, International Yoga Day, Birth Anniversaries of Vivekanand, Baba Saheb Ambedkar are also celebrated by our students through organizing rallies, displaying exhibition and poster making. Most of their activities and programmes are based on human values, social concern and moral responsibilities. The active participation of students in such activities enables them

to be good citizens of the nation.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

08

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

260

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

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

00

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

Our college provides the students with the excellent facilities for teaching-learning process like well-equipped classrooms, the computer lab, rich library, ramp etc. Apart from 50 classrooms, it also has the Principal's office, the administration office, the girls common rooms, the Psychology lab, the computer lab, the NAAC /Baba Saheb Ambedkar Open Uni. office , NCC and NSS office, Store rooms, Yoga- Meditation hall , one Smart Class room with LCD projector, canteen, common staff room with attached washrooms, water filtering RO plant and parking etc. There is also a play ground for sports-activities. The entire college premise is enabled with NAMO Wi-fi . The college has CCTV system, ICT equipments, fire safety system etc. too. The institution also has well maintained beautiful garden which remains evergreen throughout the year and its lawns and flowers are the spots where we can feast our eyes. Watering facility, electric lawn- mowers, cleaning facility , R.O.water for students, cooler etc. are also the parts of the well-equipped infrastucture of our college. We have also developed garbage collection system.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

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

We are sincerely concerned with the multifarious development of our students. Majority of them are tribal students who come from interior villages of surrounding areas of Dharampur taluka. We encourage and motivate them for active participation in various activities, like sports tournaments and are also given coaching and training for the same in the college. Outdoor games like Kabaddi, Kho-Kho, Volleyball and cricket are played on the playground. Athletics games like high jump, long jump, running, throw ball, archery are also played here. Every year, the results of college in sports are very encouraging. The students are selected in university sports team and at national level also their performance is appreciative. Many times, our college team has become the champion in the Cross Country Running at inter-college level. In this game students are selected in university team. The cultural committee and Saptdhara unit of the college organize various cultural activities every year like light vocal music, Bhajan, Patriotic song, Garba Raas, folk dance, drama, mehendi, hair-style and rangoli design etc. The students also actively participate in other competitions like best out of waste, poetry recitation, poetry writing, essay writing, debate, etc. We also have musical instruments like harmonium, tabla, drum, key board and an effective sound system. Apart from these various days are celebrated in the college. We have won first prize in Folk Dance competition at University Youth Festival often.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

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

02

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

02

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

297696

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The library plays an important role in shaping the academic career of students. It provides exactly the right kind of atmosphere to students for learning. The library has been computerized its services and activities with the implementation of SOUL 2.0 software in 2018. The librarian in our institution assists the students and teachers in searching the database on the computer. He guides the students about the reading material available on the concerned subjects. Special guidance is provided about the reading material available on career related issues like books and references on preparation for competitive exams, personality development, interview skills and self improvement. The librarian maintain an entry and exit register well for all the visitors, students and faculties.

Visually/Physically challenged students are supposed not to stand in a queue. A ramp is erected at the library They can directly contact the counter to issue and submit the books. In case they wish to sit in the reading area for reading purpose, special arrangements are made for them.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="#">NIL</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**E. None of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

**1658816**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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



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

165

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The college campus is NAMO WiFi enabled. The IT facilities include high speed network, internet security system, anti-virus application supported by free Wi-Fi services in the institution. The campus is well-equipped with LAN net connectivity in the computer lab, library, principal's office, administrative office, and NAAC room. There are 18 computers in the computer lab, 7 in the administrative office, 1 in the principal's office, 1 laptop in the NAAC office, 1 laptop in NSS unit and 5 computers in the library. There are LCD projectors in the smart room and in the computer lab. The college has also installed Closed Circuit Television Camera (CCTV) for the security and safety of the teaching faculties, students, visitors and for protection of the properties and the college building. This facility is very supportive in maintaining discipline in the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

**4.3.2 - Number of Computers**

30

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution		B. 30 - 50MBPS
File Description	Documents	
Upload any additional Information	<a href="#">View File</a>	
Details of available bandwidth of internet connection in the Institution	No File Uploaded	
4.4 - Maintenance of Campus Infrastructure		
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)		
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)		
236654		
File Description	Documents	
Upload any additional information	No File Uploaded	
Audited statements of accounts.	No File Uploaded	
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>	
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.		
The institution has well established systems and procedures for maintaining and utilizing physical, academic and support facilities. The maintenance and upkeep budget is allocated from the institute's fund and UGC grant available to the institute. As per requirement maintenance contract is given by the management to external agencies who take care of the upkeep of the infrastructure facilities. Both the UGC grant committee and the committee for infrastructure maintenance are active in decision making. All the equipments and gadgets are well maintained and repaired as and when required. The licensed Antivirus Software Programmes are installed in all the systems. The institution has skilled maintenance team of supervisors,		

electricians, a computer expert, technicians, plumbers, housekeeping staff and security. Sufficient support staff is appointed to maintain infrastructure. All the washrooms are cleaned and maintained properly. Water sprinkling is regularly done to maintain the pitch and also the quality of the ground surface. The lawn, plants and other vegetation are trimmed every month regularly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

2957

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	C. 2 of the above
File Description	Documents
Link to institutional website	<a href="#">NIL</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	A. All of the above

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

177

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

00

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

### 5.3 - Student Participation and Activities

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

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

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

The Student Council of any institution plays a key role in fostering student engagement. It also offers excellent opportunities for students to expand their knowledge of the internal workings of their institution. It works as a link among management, faculty members and students of the college. The Students' Council is active in various academic, administrative, co-curricular & extracurricular activities as well as extension activities of the college. It consists of the class representatives (CR) and Ladies Representatives (LR) who are elected from each class in the college election. These representatives will then elect the General Secretary (GS) of the college. Different committees are formed where the elected representatives perform their roles as per their posts. There are General Secretary, Finance Secretary, Debate Secretary, Cultural Secretary, Sports Secretary, Magazine Secretary, Tour Secretary, Planning Forum Secretary in Students' Union. Apart from the council there are two important units of N.C.C. and N.S.S. All these committees are headed by the faculties as the chairperson. We also have formed Women's Grievances and Redressal Cell (WGRC) which looks after grievances of girl students.. We also have an Anti-ragging Committee and student grievance redressal cell. Difficulties faced on the campus, exam related problems and job problems are also presented by the students before the teachers. Thus, the college has adopted a policy encouraging dynamic participation of students on various academic, cultural and administrative committees and other activities carried out on daily basis.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

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

06

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

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

We have established an Alumni Association at the formal level of our college with the noble purpose of fostering mutual and positive interaction between alumni and current students. It is not a registered Alumni Association. We invite alumni for guest lectures to exchange professional and social issues of the day that motivate students for the betterment of our institution. The regular meetings with the Alumni on and off the campus are conducted with an intention to develop a social responsibility towards the betterment of the society by contributing intellectually, financially and physically. Alumni interactions have fostered a strong sense of belongingness and contribution to the institution. They are also invited to help with activities related to culture, academics, NCC, NSS, sports, job counseling, and self-employment.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded



**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**

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

College vision and mission have been clearly defined since its inception.

1. To spread higher education among tribal people and raise literacy among women.
2. To abolish regional economical and social inequality through the spread of education and upliftment of economical status.
3. To nurture the cultural heritage of the tribal people.
4. To transform the intellect of the tribal community into modern and scientific attitude towards life.
5. To spread knowledge and enhance the skill of information technology in tribal areas.
6. To spread awareness regarding sickle-cell, the disease generally seen among tribal community and thus gradually abolish it in future generation. The vision and mission are well articulated and widely disseminated to all of its stakeholders through the college prospectus, website and induction meeting and they are well acknowledged by the college's Governing Body, principal, faculty, administrative staff, students, and other constituents. The institute envisions education as not just as eliminating ignorance through knowledge, but also developing students' holistic personalities through flourishing in every field. While adhering to the university syllabus, the institute strives to meet the changing expectations of students, the community and others. Our institute has created a sense of empowerment for the weaker sections of society by removing disparity prevalent in the society and has strengthened the tribal students who are differently abled, and the girls by providing them an opportunity for self-reliance and their overall growth.

File Description	Documents
Paste link for additional information	<a href="https://www.vaccdharampur.org/page/visionandmission">https://www.vaccdharampur.org/page/visionandmission</a>
Upload any additional information	<a href="#">View File</a>

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

For smooth and effective administrative functions of the college, various committees representing the faculty, non-faculty, and supporting staff are established. The college's routine administration is characterized by an effective division of work among departments and coordination between the departments. The Principal, IQAC members, and committee heads hold regular meetings to share input. Management and the Principal have final decision-making authority regarding policy matters. A number of college committees are formed each year under the guidance of the principal before the start of each academic year. Curricular, Co curricular activities are scheduled and accomplished by the committees semester-by-semester and reports are submitted in time. A regular Departmental and Staff Meeting are also held to coordinate Departmental and College activities. Thus, it is directly under the principal that all committees, departments, academic wings, and administrative wings function.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The IQAC is headed by the institute's principal. Senior faculty members also contribute to maintaining, regulating, and enhancing quality parameters. The institute's management is extremely transparent, inclusive, and welcoming, engaging staff and students in various activities to promote a culture of participatory management. There is a close relationship between the IQAC and the departmental heads when it comes to policy making, guidelines, rules and regulations pertaining to admission, examination, placement, discipline, grievances, career counseling, placements, community services, library services, etc. As a part of the institution's development, the principal collaborates with the management on the financial management. In order to improve the performance of the Institute, the students are also allowed to submit suggestions in a suggestion box. The administrative staff provides students and

faculty with daily support services. Furthermore, IQAC committees are also responsible for taking decisions, overseeing, monitoring and implementing various academic actions and guidelines which usually require the implementation of various policies and procedures.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

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

Our College is managed by a well reputed trust, Shri MSVS Kelawni Mandal, Dharampur. The management provides the necessary infrastructure, equipment and faculty to meet the demands of the organization in an efficient manner. The principal acts as a liaison between the management, staff, students, and other agencies of the institute. All academic activities including academic work, administrative work, periodical evaluations, examinations, etc., are monitored by the principal ensuring effective academic management. By implanting a culture of work and discipline among staff, the principal motivates them to strive for excellence and achieve the institute's mission and vision. The IQAC also plays a pivotal role in assessing and ensuring quality in teaching, learning and evaluating at the college. Teaching and non-teaching staff are recruited according to UGC, Gujarat State Government and Veer Narmad South Gujarat University regulations. Academic calendar and working hours for teaching and non-teaching staff are governed by UGC and state government guidelines.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Link to Organogram of the Institution webpage	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	<b>A. All of the above</b>
File Description	Documents
ERP (Enterprise Resource Planning)Document	<b>No File Uploaded</b>
Screen shots of user interfaces	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<b>No File Uploaded</b>
<b>6.3 - Faculty Empowerment Strategies</b>	
<b>6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff</b>	
<p>Our staff is provided with a well-furnished staff room with WiFi, RO water facilities and attached washrooms. Staff members are given duty leaves for various activities such as teaching, attending seminars/conferences/workshops, assessing examinations, submitting papers in workshops, participation in board meetings, maternity -paternity leaves. For Passport-Visa purposes or for any other purposes, the institute facilitates all required documents immediately. Specific funds are allocated to departments and committees for the purchase of books every year. The institution also supports and ensures the professional development of the faculty members and motivates them to attend national, international or state level conferences, workshops, seminars. A number of motivating lectures have been delivered by the principal and other staff members in various other institutes and society functions. The teaching and non teaching staff of the institution are benefitted by a cooperative society. They are encouraged to take advantage of the loan facility provided by the society. In this way, our college prioritizes the well-being of its staff members and ensures a very healthy and conducive work environment for them.</p>	

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

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

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File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

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

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

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File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

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

Teachers and non-teaching staff at the college are evaluated and appraised effectively. Academic excellence, imparting education and other life skills are the focus for teaching staff while

efficiency, sincerity, punctuality, integrity, completing tasks in time and providing satisfactory service to students are the criteria for evaluating non-teaching staff. All the teachers are required to submit 'Daily Report' of the lectures they have taken each day. A performance appraisal system is not in place at this institute for non-teaching staff but they are monitored and guided from time to time for improving their work. The Principal and the IQAC monitor and guide non-teaching staff to ensure smooth administration and arrange training programs to keep them up-to-date.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

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

The college conducts both internal and external financial audits. The income & expense statement and the balance sheet serve as the basis for the auditor's report. The college's expenses are regularly audited by a registered Chartered Accountant appointed by the management at the end of each financial year. All financial transactions are thoroughly checked and verified by the team of Internal Auditors with supporting documentation and proper authority approval for each transaction. When the audit team finds errors or omissions or commissions while verifying the transactions and documents, they are immediately corrected/rectified and precautions are taken to prevent recurrence. As per the Government's rules and regulations, external audits are conducted in accordance with auditing standards. Cross-verification is done on the different heads of the audit, including the collection of fees with the approved list of students according to the University's fee structure, other incomes are also cross-verified with the receipts issued, the amount receivable is reconciled with the amount received, grants are reviewed.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

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

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File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

In order to monitor effective and efficient utilization of available financial resources for the development of academic processes and infrastructure, the institute has developed a well-defined mechanism. The teachers and non-teaching employees of the institute receive salaries from the Gujarat government's Higher Education Department. Various departments and infrastructure development receive funds from the finance committee. The Principal and the chairman of union prepare institutional budget every year taking all expenditures into consideration. Institute adheres to Utilization of budget approved for academic expenses and administrative expenses by management. In accordance with management's approval, the institute uses budgets for academic expenses and administrative expenses. The transaction can only be carried out by authorized persons through the bank. Audits are conducted both internally and externally at the college.



File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

## 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

The Internal Quality Assurance Cell (IQAC) has played a significant role in institutionalizing quality assurance strategies and processes within the University and is continuously improving quality at both academic and administrative levels through its efforts. The IQAC meetings are held on a regular basis in order to discuss the progress that has been made towards quality education and the achievement of higher standards. Departments have also been encouraged to organize conferences, seminars, conclaves and other events. A blended mode of teaching and learning is implemented during the Covid 19 pandemic. Classes were conducted online through Microsoft Team. Faculty and administrative staff received ICT training. Regular online lectures were taken by faculty at home as well as at college. During the college's academic year, online internal examinations were conducted. Online processing is used in many areas such as admissions, fee collection, and examination marks entry.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

The IQAC meetings are held in the beginning of every academic year in which the college continuously reviews and improves the quality of teaching and learning. The Academic Calendar is prepared in advance, displayed, circulated and followed by our institution. For that the institution has implemented a structured student feedback system. During the orientation program,

students receive information about the faculty, the teaching-learning process, the examination system, offered courses, various co-curricular activities, the discipline and the institute's culture. The faculty members are motivated to upgrade themselves by participating in faculty development programs, courses, etc. so as to better contribute to improving the knowledge system. Regular class discussions, assignments, presentations, internal examinations and assessment are conducted to continually assess the students' performance in order for the teaching and learning process to be effective. There is a regular communication between the Principal, the administration, and the staff to review the activities of the institution.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NIL</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

There is no discrimination against caste, religion, region, class, or gender in our institution and it ensures a safe and secure learning environment for all students and staff members. Girls are given special attention in the college. There is a separate common room for girls. It has been reported that there have been no incidents of harassment on campus so far. The college campus and classrooms are equipped with CCTV cameras. Our Students, especially girls, remain in close contact with the teachers who counsel them. Several constitutional committees are established as per university guidelines including an anti-ragging committee and a grievance and redressal cell. The awareness programs on women safety, self-defense, women empowerment, women's health and hygiene are organized periodically. In various competitions, students have won prizes for folk dance, debate, singing, essay, and drawing competitions at the district, University and state levels.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of**

degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

All classrooms, lobbies, libraries, and other areas have dustbins for solid waste which is collected from the dustbins and thrown in a specific corner of college campus far away from classrooms for open burning of solid waste. The campus is eco-friendly, therefore everyone is prohibited to use plastic bags. Banners, posters, and slogans are used to spread awareness about Plastic Free Campus. The institute has a proper drainage system, which is regularly inspected and repaired. There is proper sanitation for toilets and proper drainage for water. In order to maintain environmental sustainability, the institute collects and disposes of old, outdated, non-functioning electronic items such as keyboards, printers, pen drives, batteries, tubes, fans, computers, monitors to the vendor. In administration work, rough papers are reused and prints are taken only as needed or as soon as the material is finalized. The faculty members send study materials in their subjects to their students via whatsapp groups or email.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">NIL</a>
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b> <ol style="list-style-type: none"> <li>1.Restricted entry of automobiles</li> <li>2.Use of Bicycles/ Battery powered vehicles</li> <li>3.Pedestrian Friendly pathways</li> <li>4.Ban on use of Plastic</li> <li>5.landscaping with trees and plants</li> </ol>	<b>C. Any 2 of the above</b>
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>D. Any 1 of the above</b>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
<b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive</b>	<b>B. Any 3 of the above</b>

technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

It is our institution's goal to create and develop an environment that is free of discrimination and ensures every individual's right to exist with dignity and self-respect. All strata of society are welcome, regardless of caste, creed, region, or class. Neither harassment nor humiliation is tolerated or welcomed in the college. The institution does not tolerate discrimination in its admission procedures or in any other matter. All students in the institute learn in an atmosphere of mutual respect, peace, and cooperation. All staff members, whether they are teaching, non-teaching, or ad hoc, are participating in all events and programmes since the institute upholds an inclusive and nondiscriminatory policy. The students are instilled with a feeling of community, order, harmony, tolerance, and social responsibility through NSS and NCC activities. To ensure unity in the college, grievances redress cell and sexual harassment prevention are set up. In order to foster an inclusive atmosphere for students and faculty, the college is implementing a number of initiatives, such as commemorating birthdays of eminent national personalities like Gandhiji, Sardar Vallabhbhai Patel. Swami Vivekanand etc. national festivals, and other similar events.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

Our institute upholds the rights to equality, fraternity, and liberty guaranteed by the constitution of India and incorporates them into all of its operations, decisions, and plans. We also take on numerous projects by planning various programmes to educate students about the constitutional requirements: values, rights, duties, and responsibilities of citizens. Independence Day and Republic Day are commemorated as national holidays with considerable zeal and passion. The contributions of numerous national leaders who sacrificed their life for the nation are gratefully remembered. Through a variety of events held by the NSS and NCC units, the students are made more aware of their obligations to the country. The primary goal of NSS programmes is to help students develop their personalities via community service, which is accomplished by giving them the opportunity to serve in the community with the feeling of a family. The students are motivated and made more aware of the need to preserve and restore the natural environment through a variety of plantation programmes, cleanliness drive and environmental awareness programmes. The students learn the true meaning of love and compassion for their fellow human beings through programmes like blood donation camp, medical camps, visits to old age homes, the celebration of Rakshabandhan with patients in the hospitals and prisoners in the prison etc. The NCC unit fosters among the college students emotions of camaraderie, discipline, leadership, an adventurous spirit, and the ideas of selfless service.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded



<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.</b></p>	<p><b>C. Any 2 of the above</b></p>
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File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution honours and celebrates the national holidays such as Independence Day and Republic Day with utmost splendour and pride. The Management Committee members, the Principal, all teaching and non-teaching staff members, and students all take part in these festivities in full force. Great leaders' birth and death anniversaries such as those of Mahatma Gandhi, Sardar Vallabhbhai Patel, Swami Vivekananda and others, are commemorated with great fervour by students, all teaching as well as non-teaching staff. On October 31, 'Rashtriya Ekta Diwas' is observed to commemorate Sardar Vallabhbhai Patel's birth anniversary and on October 2nd, the birth anniversary of Mahatma Gandhi, a cleanliness campaign known as 'Swachhta Abhiyan' is held in college. The students also celebrate Dr. Radhakrishnan's birthday as Teacher's Day on September 5 enthusiastically. Students take part in the South Gujarat University's Youth Festival each year and have won awards in a variety of contests. Every year on June 21st, International Yoga



Day is celebrated. In addition to the activities listed above, the institution holds a number of contests on topics of national importance such as Rangoli, sketching, debates, essay writing, poetry recitation, quiz, patriotic song competitions, etc., to inculcate a sense of patriotism in the students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice - I

**Title : Teaching-Learning through Digital Platforms : The Rising Strategies for the Future with Technology**

#### Objectives :

- To support transition of teachers and students to online teaching-learning during the pandemic, Covid-19 and lockdown period
- To enhance online facilities for the benefits of the students as schools and colleges were forced to shut down during lockdown period
- To complete the task of internal evaluation of students by arranging online examination mode and online assessment, too
- To utilize technology for the benefits of students.
- In order to support an emerging situation in universities and colleges across India as part of the New Education Policy, 2020 highlights the significance of offline and online platforms for fostering just and comprehensive education.

### Best Practice -2

**Title:** Fulfillment of social responsibility through outreach programs during Covid-19 pandemic situation

**Objectives:**

- To enhance the understanding of the importance of sanitation , health and hygiene among the tribal people during the pandemic time
- To develop sympathy and compassion towards the under-privileged people of the society
- To spread awareness during Covid-19 regarding social distancing, Stay Home and many other government guidelines among the villagers.
- To make the villagers aware of putting on masks .

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

The organisation Shri Vanraj Arts and Commerce College, Dharampur was established in 1984 with the primary goal of educating adivasis of interior villages of Dharampur taluka regardless of caste, creed, or class. The institute has supported and made an effort to assist the underprivileged group in society and improve their position. Although the institute adheres to the curriculum set out by the Veer Narmad South Gujarat University, Surat .it is cognizant of the shifting educational and social demands of society and has made a concerted effort to satisfy these needs by fostering a welcoming atmosphere and considering the total development of the student. The primary focus is on the students' overall development by giving them a high-quality, values-based education. The institution works arduously to enhance student support services. The majority of come from socially and economically under-privileged groups. Scholarship options are available for OBC, SC, ST, and economically disadvantaged groups. The institution makes it possible for candidates who identify as SC, ST, or OBC to get all government financial aid. The institution is dedicated to encouraging students to realise their potential, to develop their wide range of skills,

to cultivate a personal connection between professors and students, and eventually to achieve their predetermined aspirations. Every year, the outcomes of the internal and external exams have improved. To attract companies and give students the correct and pertinent information for career preparation, the institute is working hard to develop its placement and counselling cell.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

#### 7.3.2 - Plan of action for the next academic year

1. Focus on women's self-defense instruction. 2. More space and scope should be developed for yoga and meditation practises. 3. To start short-term computer courses is imminent. 4. To start short-term self-reliance courses like beauty school 5. To host events focused on moral principles and human values 6. To provide students with training in entrepreneurship and placement-specific skills