AQAR-YEARLY STATUS REPORT - 2023-24

Part - A

1. Data of the Institution

(Data may be captured from IIQA)

- 1. Name of the Institution: Smt. N. C. Gandhi & Smt. B. V. Gandhi Mahila Arts & Commerce College
 - Name of the Head of the institution: Pro. V. D. Chaudhari
 - Designation: I/c. Principal
 - Does the institution function from own campus: Yes
 - Phone no./Alternate phone no.: 02782203180
 - Mobile no.: 9499802069
 - Registered e-mail: iqac@gandhimahilacollege.org.in
 - Alternate e-mail: gandhimahilacollege2012@gmail.com
 - Address : 883, Diamond Chowk
 - City/Town : Bhavnagar
 - State/UT : Gujarat
 - Pin Code : 364001

2. Institutional status:

- Affiliated /Constituent: Affiliated
- Type of Institution: Co-education/Men/Women: Women
- Location: Rural/Semi-urban/Urban: Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self-financing (please specify): Grants-in aid
- Name of the Affiliating University: Maharaja Krishnakumarsinhji Bhavnagar University, Bhavnagar
- Name of the IQAC Coordinator: V. B. Parmar
- Phone: 2782203180
- Alternate phone no: 02782210108

• Mobile: 9499802069

• IQAC e-mail address: iqac@gandhimahilacollege.org.in

• Alternate e-mail address: gandhimahilacollege2012@gmail.com

3. Website address:

Web-link of the AQAR: (Previous Academic Year):

https://gandhimahilacollege.org.in/fileadmin/user_upload/AQAR-2022-23.pdf

4. Whether Academic Calendar prepared during the year? Yes/No, if yes, whether it is uploaded in the Institutional website:

Weblink: https://gandhimahilacollege.org.in/fileadmin/user_upload/iqac/Part_- A-_4 - Academic Calendar 2023-24.pdf

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validit	y Period
1 ^{stB}	B++	81.55	2004	08/01/2004:	to: 07/01/2009
2^{nd}	В	2.72	2009	31/12/2009:	to: 30/12/2014
$3^{\rm rd}$	В	2.30	2015	14/09/2015:	to: 13/12/2020

6. Date of Establishment of IQAC: 10/06/2004

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

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

Institution/		Funding	Year of award with	
Department/Faculty	Scheme	agency	duration	Amount
Nil	Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil	Nil

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

*upload latest notification of formation of IQAC https://gandhimahilacollege.org.in/fileadmin/user_upload/iqac/Part - A -7-IQAC Formation 2023-24.pdf

9. No. of IQAC meetings held during the year: 04

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

Yes/No- Yes

(If yes, please upload the minutes of the meeting(s) and Action Taken Report.)

Minutes- https://gandhimahilacollege.org.in/fileadmin/user_upload/iqac/Part_- A_-8.-_IQAC_MINUTES__2023-24_.pdf

Action Taken Report - https://gandhimahilacollege.org.in/fileadmin/user_upload/iqac/Part_-A-8-_Action_Taken_Report_2023-24.pdf

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes/No- NO

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

- * NAAC Preparation and Documentation Strengthening:
- * Gender Sensitization and Women-Centric Initiatives:
- * Promotion of Research and Innovation:
- * *Digitalization and ICT Integration:*

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 organize student-centric activities focused on skill development, gender sensitization, and employability	 Successfully conducted seminars on soft skills, workshops on resume writing, self- defense training for girls, and awareness programs under Women Development Cell
To initiate structured feedback collection from stakeholders (students, alumni, parents, employers)	 Feedback collected, analyzed, and action taken reports were shared with departments; improvements made in library hours and mentoring system based on suggestions
3. To prepare departments for NAAC criteria through regular internal meetings and documentation training	 Department-wise documentation formats provided; mock assessments conducted; departments submitted well-organized records for AQAR preparation
4. To introduce value-added or certificate courses for students	4. Two certificate courses introduced: "Finishing School" and "Basics of Computer Skills"; Many students enrolled and received certificates
5. To strengthen the mentor-mentee system for better student support	5. Mentorship groups formed for all classes; regular one-on-one and group mentoring sessions were held to address academic and personal challenges

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

^{*} Quality Enhancement in Extension Activities:

Name of the statutory body: MANAGEMENT Date of meeting(s): 10/07/2024

14. Whether institutional data submitted to AISHE:

YES Year: 2023-24 Date of Submission: 18/01/2025

15. Multidisciplinary / interdisciplinary: YES

16. Academic bank of credits (ABC): YES

Students fill up the form of ABC and their ABC ID is generated.

17. Skill development: For Academic Year 2023-24 in our Institute as a part of Skill Development

activity for students enrolled we are using government supported course 1) Finishing School - 55

students Actively Participated of arts and commerce.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language

Culture, using online course): Since the implementation of NEP-2020 in higher education, the

Indian Knowledge System (IKS) is a major focus area in which subjects. The policy aims to revive,

integrate, and promote India's rich heritage of knowledge and culture in modern education at all

levels-especially higher education. Students are offered IKS subjects which are concerned with

their discipline.

19. Focus on Outcome based education (OBE): Since the implementation of NEP-2020 in higher

education, in every discipline there is outcome based education in which what students will learn

has been given more focus and what they have learnt at the end of the course is also something

which is given more preference.

20. Distance education/online education: Not applicable

3. Extended Profile of the Institution

1. Programme:

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

Year	2023-24
Number	10

2. Student:

2.1 Number of students during the year.

Year	2023-24
Number	1098

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

Year	2023-24
Number	178

2.3 Number of outgoing/ final year students during the year

Year	2023-24
Number	184

3. Academic:

3.1 Number of full time teachers during the year

Year	2023-24
Number	31

3.2 Number of Sanctioned posts during the year

Year	2023-24
Number	33

4. Institution:

4.1 Total number of Classrooms and Seminar halls- 32

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

Year	2023-24
Expenditure	9.47

4.3 Total number of computers on campus for academic purposes: 65

PART B

$Criterion\ 1-Curricular\ Aspects$

$\ \, \textbf{Key Indicator} - \textbf{1.1 Curricular Planning and Implementation} \\$

Metric No.	
1.1.1.	The Institution ensures effective curriculum delivery through a well-planned and documented process
Q _l M	Write description of initiatives in not more than 200 words
	Smt. N. C. Gandhi and Smt. B.V. Gandhi Mahila Arts and Commerce College, Bhavnagar, is affiliated with Bhavnagar University (also known as Maharaja Krishnakumarsinhji Bhavnagar University). The college adheres to the academic standards and guidelines set by the university to ensure that the curriculum delivery is both rigorous and relevant to contemporary educational needs.
	Through this affiliation, the college ensures that all programs and courses offered meet the quality criteria established by the university. The curriculum is designed in alignment with the university's syllabus, but the college also integrates additional teaching methods, technologies, and hands-on experiences to enhance the learning process. The university's framework supports continuous evaluation, and the college regularly reviews the effectiveness of its teaching methods and assessments.
	Moreover, faculty members are encouraged to participate in workshops and seminars organized by the university to stay updated on academic advancements and pedagogical innovations. This collaboration between the college and Bhavnagar University ensures that students not only receive an education grounded in academic excellence but also develop practical skills that are relevant to today's professional world.
	 Upload relevant supporting document Link for Additional information
1.1.2.	The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)
Q _l M	Write description in maximum of 200 words
	Smt. N. C. Gandhi and Smt. B.V. Gandhi Mahila Arts and Commerce College, Bhavnagar, follows a well-structured academic calendar that aligns with the guidelines set by Bhavnagar University. This calendar plays a crucial role in ensuring the smooth and timely conduct of Continuous Internal Evaluation (CIE), which is an essential component of the college's academic framework.
	The CIE system is designed to assess students on an ongoing basis throughout the semester, rather than relying solely on end-of-semester exams. It includes a variety of assessment tools, such as assignments, quizzes, projects, presentations, and class participation. This holistic evaluation approach allows for a more comprehensive

understanding of a student's progress, skills, and engagement with the curriculum.

By adhering to the academic calendar, the college ensures that assessments are evenly distributed across the semester, providing students with regular feedback. This helps students identify areas of improvement and work on them proactively. Moreover, the transparency of the CIE process—through clearly communicated schedules, evaluation criteria, and marks distribution—ensures fairness and reduces exam pressure.

Overall, the integration of CIE within the academic calendar not only supports consistent learning but also fosters a balanced and effective evaluation system, promoting academic growth throughout the year.

- Upload relevant supporting document
- Link for Additional information

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

Year	2023-24
Number	31

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

Options

- **1.** All of the above
- **2.** Any 3 of the above
- **3.** Any 2 of the above
- **4.** Any 1 of the above
- **5.** None of the above

Data requirement: (As per Data Template)
 Number of teachers participated
 Name of the body in which full time teacher participated
 Total number of teachers
 Documents: Upload the scanned copies of the letters issued by the affiliating university / institutions w.r.t the activity in which the teachers are involved.
 File Description:

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

Key Indicator- 1.2 Academic Flexibility

Metric				
No.				
1.2.1.	Number of Programmes in which Choice Based Credit System (CBCS)/ elective			
	course system has been implemented			
Q_nM	1.2.1.1. Number of Programmes in which CBCS/ Elective course			
	system implemented.			
	Year Number of			
		Programmes		
	2023-24	2		
	Data Requirem	ent: (As per Data Template)		
	• Name o	of all Programmers adopting NEP		
	 Name of 	of all Programmes adopting elective course system		
	File Description (Upload)			
	Any additional information			
	Minutes of relevant Academic Council/ BOS meetings			
	• Institutional data in prescribed format (Data Template)			
1.2.2.	Number of Add on /Certificate programs offered during the year			
	1.2.2.1: How n	nany Add on /Certificate programs are added during the year.		
QnM	Data requirem	ent for year: (As per Data Template)		
	The template is	s combined with 1.2.3		
	Year	2023-24		
	Number	1		
	• Names	of the Add on /Certificate programs with 30 or more contact hours		
		imes offered during the same year		
	 Total no. of students completing the course in the year 			
	File Description (Upload)			
	_	ditional information		
		re or any other document relating to Add on /Certificate programs		
		Add on /Certificate programs (Data Template)		
		J I O (/		

1.2.3 Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year Q_nM 1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs during the year Year 2023-24 Number 55 Data Requirement: (As per Data Template) Total number of students enrolled in certificate / Add –on programs Total number of students across all the programs **File Description(Upload)** Any additional information Details of the students enrolled in Subjects related to certificate/Add-on

Key Indicator- 1.3 Curriculum Enrichment

programs

Metric No.			
1.3.1.	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum		
QıM	Upload a description in maximum of 200 words.		
	Smt. N. C. Gandhi and Smt. B.V. Gandhi Mahila Arts and Commerce College, Bhavnagar, integrates critical crosscutting issues such as Professional Ethics, Gender Equality, Human Values, Environment, and Sustainability into its curriculum to foster holistic student development. The college believes in preparing students for not just academic excellence but also social responsibility.		
	Professional Ethics is incorporated into the curriculum to equip students with the skills to handle ethical challenges in their professional careers. They are taught the importance of integrity, responsibility, and accountability in the workplace, ensuring they are well-prepared to navigate ethical dilemmas.		
	The college is committed to gender sensitization and promotes gender equality through classroom discussions, workshops, and awareness programs. Students are encouraged to understand and respect diverse perspectives, contributing to a more inclusive and egalitarian environment.		
	Human values such as honesty, compassion, and respect are emphasized across various subjects, helping students develop strong moral character. These values are crucial for their personal growth and interaction with society.		
	The college also integrates environmental awareness and sustainability into the curriculum, encouraging students to adopt eco-friendly practices, understand climate change, and promote sustainable development in their communities. This approach ensures that students not only excel academically but are also responsible global citizens, conscious of their impact on society and the planet.		

	 Any additional information Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. 			
	File Description	n (Upload)		
1.3.2.	Number of cou	rses that include experiential learning through project work/field		
	work/internship during the year			
Q_nM	1.3.2.1 : Number of courses that include experiential learning through project			
ZIIVI	work/field work	k/internship during the year		
	Year	2023-24		
	Number	Nil		
		ent for year: (As per Data Template)		
	Name of the Course			
	 Details of experiential learning through project work/field work/internship Name of the Programme 			
	File Description:			
	Any additional information			
	Programme / Curriculum/ Syllabus of the courses			
	Minutes of the Boards of Studies/ Academic Council meetings with approvals			
	for these courses			
		relevant organizations for these courses, if any		
	Number of courses that include experiential learning through project work/field			
1.3.3.		Ship (Data Template)		
1.3.3.	Number of students undertaking project work/field work/ internships			
Q_nM	1.3.3.1. Number of students undertaking project work/field work/ internships Year 2023-24			
	Number	Nil		
		ent : (As per Data Template)		
	Name of the programme			
	 No. of students undertaking project work/field work /internships 			
	File Descriptio			
	_	litional information		
	_	 List of programmes and number of students undertaking project work/field work//internships (DataTemplate) 		
	WOIN//I	memoripo (Duna i emplano)		

Key Indicator- 1.4 Feedback System

ic	2	
,		

Institution obtains feedback on the syllabus and its transaction at the institution 1.4.1. from the following stakeholders Q_nM 1) Students 2) Teachers 3) Employers 4) Alumni **Options:** A. All of the above ✓ Any 3 of the above B. Any 2 of the above Choose any one C. Any 1 of the above D. None of the above Data Requirement: Document attached herewith. Report of analysis of feedback received from different stakeholders **File Description** URL for stakeholder feedback report Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) Any additional information(Upload) (Note: Data template is not applicable to this metric) 1.4.2 Feedback process of the Institution may be classified as follows: **Options:** Q_nM A. Feedback collected, analyzed and action taken and feedback available on website B. Feedback collected, analyzed and action has been taken C. Feedback collected and analyzed D. Feedback collected E. Feedback not collected Documents: Upload Stakeholders feedback report, Action taken report of the institute on it as

stated in the minutes of the Governing Council, Syndicate, Board of Management

• URL for feedback report

File Description

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

Criterion 2- Teaching- Learning and Evaluation

Met	Key Indicator- 2.1 Student Enrolment and Profile		
ric			
No.			
2.1.1	Enrolment Number		
•	Number of students admitted during the year		
On	Year 2023-24		
Qn M	Number 434		
IVI	Number		
	2.1.1.1. Number of sanctioned seats during the year		
	Year 2023-24		
	Number 600		
	Data Requirement last completed academic year.		
	Total number of Students admitted		
	Total number of Sanctioned seats		
	File Description:		
	Any additional information		
	Institutional data in prescribed format		
2.1.2.	Number of seats filled against seats reserved for various categories (SC, ST,		
	OBC, Divyangjan, etc. as per applicable reservation policy during the year		
QnM	(exclusive of supernumerary seats)		
	2.1.2.1. Number of actual students admitted from the reserved categories during		
	the year		
	Year 2023-24		
	Number 353		
	Data requirement for year: (As per Data Template)		
	Number of Students admitted from the reserved category		
	Total number of seats earmarked for reserved category as per GOI or		
	State government rule		
	File Description: (Upload)		
	Any additional information		
	 Number of seats filled against seats reserved (Data Template) 		

Key Indicator- 2.2. Catering to Student Diversity

Metric	ric	
No.).	

2.2.1. Q₁M

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

At Smt. N.C. Gandhi & Smt. B.V. Gandhi Mahila Arts & Commerce College, Bhavnagar, the institution is committed to fostering an inclusive and supportive learning environment for all students. Recognizing that students have diverse learning abilities, the college systematically assesses their academic performance to identify both advanced learners and those who require additional support.

To achieve this, the institution employs various assessment methods such as diagnostic tests, classroom interactions, academic records, and faculty observations. These evaluations help in categorizing students based on their learning needs and designing targeted educational interventions.

For advanced learners, the college offers enrichment programs that challenge their intellectual potential. These may include leadership opportunities, participation in competitions, and advanced coursework to further enhance their knowledge and skills. Mentorship programs, guest lectures, and workshops are also organized to encourage deeper engagement with academic and extracurricular activities.

For slow learners, the institution implements remedial programs to provide extra guidance and support. These initiatives may involve bridge courses, additional tutoring, peer mentoring, doubt-clearing sessions, and personalized counseling to help students grasp fundamental concepts and improve their academic performance. Faculty members take a proactive approach in mentoring students and ensuring they receive the necessary resources to overcome learning challenges.

By catering to both advanced and slow learners, the institution ensures a holistic educational experience where every student gets the opportunity to grow and excel. The college remains dedicated to fostering a student-centric approach, ensuring that learning is both inclusive and effective.

Through these initiatives, Smt. N.C. Gandhi & Smt. B.V. Gandhi Mahila Arts & Commerce College continues to empower students, enabling them to reach their full academic potential.

File Description:

- Past link for additional Information
- Upload any additional information

2.2.2.

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

QnM

Year	2023-24
Number of Students	1098
Number of teachers	32

Data requirement:

- Total number of Students enrolled in the Institution`
- Total number of full time teachers in the Institution

Formula: Students: teachers 34:1

File Description (Upload)

Any additional information

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

Key Indicator- 2.3. Teaching- Learning Process

2.3.1.

 $\mathbf{Q}_{\mathbf{l}}\mathbf{M}$

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

At SMT. N.C. Gandhi & SMT. B.V. Gandhi Mahila Arts & Commerce College, Bhavnagar, the institution adopts student-centric methods to enhance learning experiences. These methods include experiential learning, participative learning, and problem-solving approaches to make education more engaging and practical.

Experiential learning allows students to apply theoretical knowledge through real-world experiences, such as internships, fieldwork, and live projects, helping them connect classroom concepts with practical situations. Participative learning encourages active student involvement in discussions, group activities, and collaborative projects, fostering teamwork and communication skills.

Problem-solving methodologies challenge students to think critically and find solutions to real-world issues. By integrating these techniques into the curriculum, the institution ensures that students not only acquire knowledge but also develop essential skills like critical thinking, creativity, and decision-making, preparing them for future challenges in both academic and professional spheres.

File Description:

- Upload any additional information
- Link for additional information

2.3.2.

Teachers use ICT enabled tools for effective teaching-learning process.

 $\mathbf{Q}_{\mathbf{l}}\mathbf{M}$

At SMT. N.C. Gandhi & SMT. B.V. Gandhi Mahila Arts & Commerce College, Bhavnagar, multimedia presentations play a crucial role in making the teaching-learning process more interactive and effective. Teachers utilize PowerPoint presentations, videos, animations and audio-visual aids to enhance students' understanding of complex topics.

By integrating images, charts, graphs, and short videos, multimedia presentations help simplify abstract concepts, making lessons more engaging and easy to comprehend. These presentations also encourage visual learning, improving students' retention and recall abilities.

In addition, teachers use online platforms to deliver content dynamically. E-resources, digital libraries, and recorded lectures allow students to revisit lessons at their own pace, fostering self-paced learning.

Through the use of ICT-enabled tools like multimedia presentations, the institution ensures that students benefit from a modern, interactive, and technology-driven educational experience.

Benefits of ICT-Enabled Tools

- Personalized learning: Tailored instruction to meet individual student needs.
- Engaging and interactive learning: More interesting and effective learning experiences.
- Accessibility: Increased access to education for students with disabilities.

Global collaboration: Opportunities for students to connect with peers from around the world.

File Description

- Upload any additional information
- Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.

2.3.3.

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

 $\mathbf{Q}_{\mathbf{n}}\mathbf{M}$

2.3.3.1. Number of mentors Number of students assigned to each Mentor

Year	2023-24
Number of	32
mentors	

Formula: Mentor: Mentee

32 : 1098

File Description

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

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

Key Indicator- 2.4 Teacher Profile and Quality

Met			
ric			
No.			
2.4.1	Number of full time teachers against sanctioned posts during the year		
•	Year 2023-24		
	Number 32		
Qn			
M	Data requirement for year (As per Data Template)		
	Number of full time teachers Number of constituted pasts		
	Number of sanctioned posts File Description (Upleed)		
	File Description (Upload)full time teachers and sanctioned posts for year(DataTemplate)		
	 Any additional information List of the faculty members authenticated by the Head of HEI 		
	· · · · · · · · · · · · · · · · · · ·		
2.4.2.	Number of full time teachers with Ph. D. / D.M. / M.Ch. /		
0	D.N.B Super speciality / D.Sc. / D.Litt. during the year(consider only		
Qn M	highest degree for count) D.N.B 2.4.2.1. Number of full time teachers with Ph. D. / D.M. / M.Ch. /		
IVI			
	D.N.C Super speciality / D.Sc. / D.Litt. during the year Year 2023-24		
	Year 2023-24 Number 10		
	Data requirement for year: (As per Data Template)		
	Number of full time teachers with PhD./ D.M. / M.Ch. / D.N.B Super		
	speciality / D.Sc. /D.Litt.		
	 Speciality / D.Sc. / D.Litt. Total number of full time teachers 		
	File Description (Upload)		
	Any additional information		
	• List of number of full time teachers with <i>Ph. D. / D.M. / M.Ch./</i>		
	D.N.B Super specialty / D.Sc. / D.Litt. and number of full time		
	teachers for year(Data Template)		
2.4.3.	Number of years of teaching experience of full time teachers in the same		
2.4.3.	institution (Data for the latest completed academic year)		
Qn	2.4.3.1 : Total experience of full-time teachers		
M	Year 2023-24		
	Number 32		
	Data requirement for year (As per Data Template) • Name and Number of full time teachers with years of teaching experiences File Description: (Upload)		
	Any additional information		
	 List of Teachers including their PAN, designation, dept. and 		
	experience details(Data Template)		

Key Indicator- 2.5. Evaluation Process and Reforms

Met ric			
No.	Markanian Cintana I arranganti tanggaran dan Indonésia tanggaran		
2.5.1	Mechanism of internal assessment is transparent and robust in terms of frequency and mode		
QıM	Internal assessments are essential for evaluating student progress and providing timely feedback. To ensure fairness and reliability, institutions often implement mechanisms that are transparent and robust in terms of frequency and mode. Frequency of Internal Assessments		
	 Regular intervals: Assessments should be conducted at regular intervals throughout the academic term to monitor student progress and identify areas for improvement. Variety of formats: A combination of formative and summative assessments can provide a comprehensive evaluation. Aligned with learning objectives: Assessments should directly align with the course objectives to ensure that students are being evaluated on relevant skills and knowledge. 		
	Mode of Internal Assessments		
	 Clear guidelines: Students should be provided with clear guidelines regarding the expectations, criteria, and deadlines for each assessment. Multiple assessment methods: A variety of assessment methods, such as written exams, projects, presentations, and practical assignments, can help to assess different skills and learning styles. Feedback and revision opportunities: Students should have opportunities to receive feedback on their work and make revisions before final submission. 		
	Transparency and Accountability		
	 Clear rubrics: Rubrics should be used to provide clear and objective criteria for evaluation. Student involvement: Students should be involved in the assessment process through self-assessment and peer review. Feedback mechanisms: Students should have access to feedback on their assessments and opportunities to discuss any concerns with their instructors. Ethical practices: Institutions should adhere to ethical guidelines to ensure fairness and prevent academic dishonesty. 		
	By implementing transparent and robust internal assessment mechanisms, institutions can ensure that student assessments are fair, reliable, and aligned with their learning objectives.		
	File Description: • Any additional information • Link for additional information		

2.5.2. Mechanism to deal with internal examination related grievances is transparent,

$\mathbf{Q}_{\mathbf{l}}\mathbf{M}$

time- bound and efficient

To ensure fairness and equity in the internal examination process, institutions often establish mechanisms to address student grievances related to exams. These mechanisms should be transparent, time-bound, and efficient to maintain student confidence and trust.

Transparency is crucial in the grievance process. Institutions should clearly define procedures, make information accessible, and communicate promptly with students. Time-bound processes ensure that grievances are addressed efficiently. There should be specific timeframes for filing and responding to grievances. Efficiency is achieved through dedicated personnel, impartial review, and objective evaluation.

Common grievance mechanisms include formal procedures through designated offices or committees and informal channels like instructors or department heads. In some cases, mediation or arbitration may be used to resolve disputes.

By implementing transparent, time-bound, and efficient grievance mechanisms, institutions can ensure that students feel confident in the fairness and integrity of the internal examination process.

File Description:

- Any additional information
- Link for additional information

Key Indicator- 2.6 Student Performance and Learning Outcome

Met	
ric	
No.	

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

 $\mathbf{Q}_{\mathbf{l}}\mathbf{M}$

In institutions that prioritize student success and effective learning, teachers and students are well-informed about the stated program and course outcomes. This awareness is crucial for aligning teaching and learning efforts, ensuring that students acquire the necessary knowledge, skills, and competencies.

Program outcomes provide a broad overview of what students are expected to achieve upon completion of a program. These outcomes typically address skills, knowledge, and attitudes that students should develop. Teachers use program outcomes to design curricula, select appropriate teaching methods, and assess student learning.

Course outcomes are more specific and outline the expected learning objectives for individual courses within a program. They detail the knowledge, skills, and abilities students should acquire by the end of the course. Teachers use course outcomes to develop lesson plans, design assessments, and provide feedback to students.

By being aware of program and course outcomes, teachers can tailor their instruction to meet the specific needs of their students and ensure that they are progressing towards their academic goals. Students, in turn, can better understand the expectations and requirements of their courses, enabling them to focus their efforts and make informed decisions about their learning.

File Description:

- Upload any additional information
- Past link for Additional information
- Upload COs for all courses (exemplars from Glossary)

2.6.2.

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

 $\mathbf{Q}_{\mathbf{l}}\mathbf{M}$

Institutions employ various methods to assess the attainment of program and course outcomes. These evaluations provide valuable insights into the effectiveness of teaching and learning, and help identify areas for improvement.

Common evaluation methods include:

- Exams and assessments: Traditional methods like written exams, quizzes, and projects can measure students' knowledge and skills.
- Portfolios: Portfolios allow students to showcase their work over time, demonstrating growth and achievement.
- Capstone projects: Final projects or presentations can assess students' ability to apply their knowledge and skills to real-world problems.
- Surveys and feedback: Surveys and feedback from students and teachers can provide qualitative data on the effectiveness of programs and courses.
- External benchmarks: Comparing student performance to external benchmarks, such as standardized tests or industry standards, can help assess program quality.

By regularly evaluating program and course outcomes, institutions can identify areas where improvements are needed, ensure that students are achieving their academic goals, and maintain high standards of education.

File Description:

- Upload any additional information
- Paste link for Additional information

2.6.3.	Pass percentage of Students durin	g the year	
QnM	2.6.3.1. Total number of final year students who passed the university examination during the year : 183		
	2.6.3.2. Total number of final year students who appeared for the university examination during the year : 337		
	Previous completed a	cademic year	
	Number of students appeared	337	
	Number of students passed	183	
	Data Requirement (As per Data Ten Programme code Name of the Programme Number of Students appear Number of Students passed Pass percentage File Description Upload list of Programmes in the final year examinatio Upload any additional infor Paste link for the annual rep	and number of students passed and appeared in (Data Template)	

Key Indicator- 2.7 Student Satisfaction Survey

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

Criterion3- Research, Innovations and Extension

Key Indicator 3.1- Resource Mobilization for Research

etric

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

 $Q_{n}M \\$

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)

Year	2023-24
(INR in Lakhs):	NIL

Data requirement for year: (As per Data Template)

- Name of the Project/Endowments
- Name of the Principal Investigator
- Department of Principal Investigator
- Year of Award
- Funds provided
- Duration of the project
- Name of the Project/Endowments

File Description(Upload)

- Any additional information
- e-copies of the grant award letters for sponsored research projects /endowments
- List of endowments / projects with details of grants(Data Template)

3.1.2

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

 $\mathbf{Q}_{\mathbf{n}}\mathbf{M}$

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

Year	2023-24
(INR in Lakhs):	NIL

Data requirement for year: (As per Data Template)

- Name of Principal Investigator
- Duration of project
- Name of the research project
- Amount / Fund received
- Name of funding agency
- Year of sanction
- Department of recipient

File Description(Upload)

- List of research projects and funding details(Data Template)
- Any additional information
- Supporting document from Funding Agency
- Paste link to funding agency website

3.1.3	Number of Sen	ninars/conference	es/workshops conducted by the institution during	
	the year			
QnM	3.1.3.1: Total n	umber of Semina	ars/conferences/workshops conducted by the	
	institution duri	ng the year		
	Year	2023-24		
	Number of	NIL		
	teachers			
	Data Requirements: (As per Data Template)			
	Name of the workshops /seminars			
	Number of Participants			
	• Date (From-to)			
	Link to the activity report on the website			
	File Description	on(Upload)		
	Report of t	the event		
	Any additi	Any additional information		
	• List of workshops/seminars during last 5 years (Data Template)			

Key Indicator 3.2- Research Publication and Awards

Metric				
No.				
3.2.1.	Number of pap	Number of papers published per teacher in the Journals notified on UGC website		
	during the year			
QnM	3.2.1.1. Number of research papers in the Journals notified on UGC website			
	during the year			
	Year	2023-24		
	Number	09		
	Data Requirem	ent: (As per Data Template)		
	Title of			
		f the author/s		
	 Departr 	nent of the teacher		
	Name of	f journal		
	Year of publication			
	ISBN/ISS Number			
	File Description (Upload)			
	Any additional information			
	• List of	research papers by title, author, department, name and year of		
	publica	ion (Data Template)		
3.2.2.	Number of boo	ks and chapters in edited volumes/books published and papers		
		ational/international conference proceedings per teacher during		
	the year	J		
QnM	-	number of books and chapters in edited volumes/books published		
		ational/ international conference proceedings during the year		
	Year	2023-24		
	Number	05		

Data requirement for year: (As per Data Template)
 Name of the teacher: Title of the paper
 Title of the book published: Name of the author/s: Title of the proceedings
 of the conference
 Name of the publisher: National/International
 National/international: ISBN/ISSN number of the proceedings
 Year of publication:
 File Description: (Upload)
 Any additional information
 List books and chapters edited volumes/ books published (Data Template)

Key Indicator 3.3- Extension Activities

Metric		
No.		
3.3.1.	Extension activities are carried out in the neighborhood community, sensitizing	
	students to social issues, for their holistic development, and impact thereof	
$\mathbf{Q}_{\mathbf{l}}\mathbf{M}$	during the year	
	Describe the impact of extension activities in sensitizing students to social issues and holistic development within a maximum of 200 words.	
	Smt. N.C. Gandhi & Smt. B.V. Gandhi Mahila Arts and Commerce College, Bhavnagar, actively engaged in various extension activities throughout the year, focusing on community outreach and social awareness. These activities were conducted in the neighboring communities with the aim of sensitizing students to vital social issues such as gender equality, environmental sustainability, health and hygiene, and literacy. By participating in cleanliness drives, awareness rallies, health camps, and visits to underprivileged areas, students developed a deeper understanding of societal challenges. These real-world experiences nurtured empathy, social responsibility, and leadership skills among the students, contributing to their holistic development beyond academics. The initiatives not only benefited the local community but also empowered students to become active and responsible citizens. The college's commitment to extension work reflects its vision of integrating education with community service, thus creating meaningful impact both within and outside the campus.	
	File Description:	
	Paste link for additional information	
	Upload any additional information	
3.3.2.	Number of awards and recognitions received for extension activities from	
QnM	government / government recognized bodies during the year	
QIIIVI	3.3.2.1. Total number of awards and recognition received for extension activities	
	from Government/ government recognized bodies during the year.	
	Year 2023-24	
	Number NIL	
	Data requirement for year: (As per Data Template)	
	Name of the activity	

- Name of the Award/recognition
- Name of the Awarding government/ government recognized bodies
- Year of the Award

File Description: (Upload)

- Any additional information
- Number of awards for extension activities during the year(Data Template)
- e-copy of the award letters

3.3.3. Number of extension and outreach programs conducted by the institution through NSS/NCC/Government and Government recognized bodies during the QnM year

3.3.3.1. Total Number of extension and outreach programs conducted by the institution through NSS/NCC/Government and Government recognized bodies during the year

Year	2023-24
Number	12

Data Requirements (during the year)(As per Data Template)

- Name and number of the extension and outreach Programmes
- Name of the collaborating agency: Non-government, industry, community with contact details

File Description (Upload)

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

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

QnM

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

Year	2023-24
Number	NIL

Data Requirements for last (during the year)(As per Data Template)

- Name of the activity
- Name of the scheme
- Year of the activity
- Number of teachers participating in such activities
- Number of students participating in such activities

File Description:

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

Key Indicators 3.4 – Collaboration (20)

Metric No.			
3.4.1.	The Institution has several collaborations/linkages for Faculty exchange,		
OM	Student exchange, Internship, Field trip, On-the- job training, research et		
QnM	during the year Year 2023-24		
	Number NIL		
	Number of linkages for faculty exchange, student exchange, internship,		
	field trip, on-the- job training, research etc during the year		
	Data Requirements:(during the year)(As per Data Template)		
	• Title of the linkage		
	 Name of the partnering institution /industry/research lab with contact details 		
	• Year of commencement		
	• Duration(From-To)		
	Nature of linkage		
	File Description: (Upload)		
	e-copies of linkage related Document		
	Any additional information		
	Details of linkages with institutions/industries for internship (Data		
	Template)		
3.4.2.	Number of functional MoUs with national and international institutions,		
0.34	universities, industries, corporate houses etc. during the year		
QnM	3.4.2.1. Number of functional MoUs with Institutions of national, international		
	importance, other universities, industries, corporate houses etc. during the year		
	Year 2023-24		
	Number NIL		
	Data requirement for year : (As per Data Template)		
	 Organization with which MoU's signed 		
	 Name of the institution/industry/corporate house 		
	Year of signing MoU		
	• Duration		
	List the actual activities under each MoU		
	Number of students/teachers participating under MoUs		
	File Description:		
	• e-Copies of the MoUs with institution./ industry/corporate houses		
	Any additional information		
	Details of functional MoUs with institutions of national, international		
	importance, other universities etc during the year		

Criterion 4 - Infrastructure and Learning Resources

Key Indicator – 4.1 Physical Facilities

Metric No.	
4.1.1. Q ₁ M	The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc. Describe the adequacy of infrastructure and physical facilities for teaching —learning as per the minimum specified requirement by statutory bodies within a maximum 200 words
	Smt. N.C. Gandhi and Smt. B.V. Gandhi Mahila Arts and Commerce College Bhavnagar possesses adequate infrastructure and physical facilities to support effective teaching—learning processes. Classrooms are spacious, well-ventilated, and furnished with comfortable seating arrangements, ensuring a conducive learning atmosphere. Most classrooms are equipped with modern teaching aids such as LCD projectors, whiteboards, and audio-visual systems to enhance the delivery of lectures. Well-equipped laboratories with modern instruments and apparatus provide students with opportunities for practical learning and skill development in various disciplines.
	Smt. N.C. Gandhi and Smt. B.V. Gandhi Mahila Arts and Commerce College Bhavnagar also maintains advanced computing facilities, including computer laboratories with high-speed internet connectivity and updated software, enabling students and faculty to undertake research, project work, and digital learning. The central library is well-stocked with textbooks, reference materials, journals, periodicals, and e-resources, supporting the academic requirements of all programs offered.
	Additional facilities include seminar halls, conference rooms, sports amenities, and multipurpose spaces for co-curricular and extracurricular activities, promoting the holistic development of students. The campus is maintained in a clean, safe, and ecofriendly manner, with proper lighting, drinking water, and sanitation facilities. Regular maintenance and periodic upgrades ensure that infrastructure remains functional and up to date. The institution is committed to continuous improvement, aligning its facilities with evolving academic, technological, and industry requirements.
	File Description: • Upload any additional information
	Paste link for additional information
4.1.2.	The Institution has adequate facilities for cultural activities, sports, games
QlM	(indoor, outdoor), gymnasium, yoga centre etc. Describe the adequacy of facilities for sports, games and cultural activities which include specification about area/size, year of establishment and user rate within a maximum of 200 words
	I

Smt. N.C. Gandhi and Smt. B.V. Gandhi Mahila Arts and Commerce College, Bhavnagar, has well-developed facilities to promote cultural activities, sports, and fitness, ensuring the holistic development of students. The institution houses a spacious and well-equipped Seminar Hall with adequate seating capacity, audio-visual systems, and stage arrangements, providing an ideal venue for cultural programs, competitions, guest lectures, workshops, and annual celebrations. This hall serves as the primary location for drama, music, dance, and other co-curricular activities that encourage student creativity and participation.

For sports, the college offers both indoor and outdoor facilities. Outdoor amenities include a playground for athletics, kabaddi, kho-kho, and volleyball, while indoor facilities cater to games such as table tennis, chess, and carrom. The campus also has a fully functional gymnasium equipped with treadmill machines, multi-gym stations, dumbbells, and other fitness equipment to promote physical well-being.

In addition, the institution has a dedicated yoga centre where regular yoga sessions are conducted under the guidance of trained instructors. These sessions help students maintain physical fitness, improve concentration, and develop a balanced lifestyle. Through these facilities, the college ensures a healthy combination of cultural engagement, sportsmanship, and wellness for the all-round development of its students.

File Description

- Upload any additional information
- Paste link for additional information

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

Q_nM

4.1.3.1: Number of classrooms and seminar halls with ICT facilities

Year	2023-24
Number of Classrooms	02

Data Requirements: (As per Data Template)

- Number of classrooms with LCD facilities
- Number of classrooms with Wi-Fi/LAN facilities
- Number of smart classrooms
- Number of classrooms with LMS facilities
- Number of seminar halls with ICT facilities

File Description

- Upload any additional information
- Paste link for additional information
- Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)

4.1.4.	Expenditure, excluding salary for infrastructure augmentation during the		
	year(INR in Lakhs)		
$\mathbf{Q}_{\mathbf{n}}\mathbf{M}$	4.1.4.1.Expenditure for infrastructure augmentation, excluding salary during the		
	year (INR in lakhs)		
	Year 2023-24		
	(INR in Lakhs) 2.07		
	Data Requirements: (during the year)(As per Data Template)		
	Expenditure for infrastructure augmentation		
	Total expenditure excluding salary		
	File Description:		
	Upload any additional in formation		
	Upload audited utilization statements		
	 Upload Details of budget allocation, excluding salary during the year(Data 		
	Template)		

Key Indicator – 4.2 Library as a learning Resource

Metric No.	
4.2.1.	Library is automated using Integrated Library Management System (ILMS)
	Data requirement for year: Upload a description of library with,
QlM	Name of ILMS software
	Nature of automation (fully or partially)
	• Version
	Year of Automation
	File Description:
	Upload any additional information
	Paste link for Additional Information
4.2.2.	The institution has subscription for the following e-resources
	1. e-journals
QnM	2. e-Shodh Sindhu
	3. Shodhganga Membership
	4. e-books
	5. Databases
	6. Remote access toe-resources
	Options:
	A. Any 4 or more of the above
	B. Any 3 of the above
	C. Any 2 of the above
	D. Any 1 of the above
	E. None of the above
	Answer: Option E None of the above
	Data requirement for year: (As per Data Template)
	Details of membership:
	Details of subscription:
	File Description:
	Upload any additional information

	Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga	
	Membership etc (Data Template)	
4.2.3	Expenditure for purchase of books/e-books and subscription to journals/e-	
	journals during the year (INR in Lakhs)	
QnM	4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to	
	journals/e- journals during the year (INR in Lakhs)	
	Year 2023-24	
	(INR in Lakhs) 0.38	
	Data requirement for year: (As per Data Template)	
	 Expenditure on the purchase of books/e-books 	
	 Expenditure on the purchase of journals/e-journals in during the year 	
	Year of Expenditure:	
	File Description (Upload)	
	Any additional information	
	Audited statements of accounts	
	 Details of annual expenditure for purchase of books/e-books and 	
	journals/e- journals during the year (Data Template)	
4.2.4	Number per day usage of library by teachers and students (foot falls and login	
\mathbf{O} M	data for online access)(Data for the latest completed academic year)	
QnM	1.2. 1.11 tumber of teachers and students asing notary per day over last one year	
	Data Requirement	
	Upload last page of accession register details	
	Method of computing per day usage of library	
	Number of users using library through e-access	
	Number of physical users accessing library	
	File Description(Upload)	
	Any additional information	
	Details of library usage by teachers and students	
	The HEI is requested to calculate the teachers and students usage library per day.	
	Average usage of the library by the college = Total no. of teachers & students in	
	each day for all working days / Total no. of working days	
	Average usage of the library by the college = Total no. of teachers & students in each day for all working days \div Total no. of working days = $8,293 \div 243$ = 34.12	
	On average, about 34 teachers/students use the library per working day.	
	and the mercial per market and the mercial per m	

Key Indicator- 4.3 IT Infrastructure

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

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

 $\mathbf{Q_l}\mathbf{M}$

Smt. N.C. Gandhi and Smt. B.V. Gandhi Mahila Arts and Commerce College, Bhavnagar, regularly upgrades its Information Technology (IT) facilities to meet the evolving needs of teaching, learning, and administration. The college campus is fully Wi-Fi enabled, with two internet service providers – BSNL (30 Mbps) and GTPL (50 Mbps) – ensuring uninterrupted and high-speed connectivity for students and staff. The most recent Wi-Fi upgrade was carried out in June 2023, enhancing both speed and coverage to support digital learning and online research.

Computer facilities are equipped with modern systems, updated software, and reliable internet access to facilitate academic work, research, and skill development. The library is equipped with internet-enabled computers for accessing e-books, e-journals, and other online study materials.

Faculty members use ICT tools such as projectors, smart boards, and audio-visual equipment to make classroom sessions more interactive and engaging. The institution maintains a regular maintenance schedule, with software updates, antivirus installation, and data backup systems to ensure data security.

Basic ICT training sessions are organized for students and staff to improve digital literacy. Through these continuous upgrades and proper utilization, the college ensures that its IT infrastructure supports both effective teaching and self-directed learning.

File Description

- Upload any additional information
- Paste link for additional information

4.3.2. *Student – Computer ratio*

Number of students: Number of Computers Data

OnM

Requirements:

- Number of computers in working condition: 76
- Total Number of students: 1098

File Description

- Upload any additional information
- Student computer ratio 1098÷76=14.447...
- This means there are about **14.45 students per computer**. **Ratio** = **14.45** : **1** (approximately 14 students per computer).

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

4.3.3. *Bandwidth of internet connection in the Institution* Options:

OnM

A. 50 MBPS GTPL

B. 30 - 50MBPS

C. 10 - 30MBPS

D. 10 - 5MBPS

E. < 5MBPS

Data Requirement:

Answer: Available internet band width Option A. 50 MBPS GTPL and BSNL 30

MBPS

File Description

- Upload any additional Information
- Details of available bandwidth of internet connection in the Institution

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

Key Indicator – 4.4 Maintenance of Campus Infrastructure

	ey Indicator – 4.4 Maintenance of Campus Infrastructure
Metric	
No.	
4.4.1	Expenditure incurred on maintenance of infrastructure (physical and academic
	support facilities) excluding salary component during the year(INR in Lakhs)
QnM	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)
	Year 2023-24
	(INR in Lakhs) 7.40
	Data Requirement : (As per Data Template in Section B)
	Non salary expenditure incurred
	Expenditure incurred on maintenance of campus infrastructure
	File Description:
	Upload any additional information
	Audited statements of accounts.
	 Details about assigned budget and expenditure on physical facilities
	and academic support facilities (Data Templates)
4.4.2.	There are established systems and procedures for maintaining and utilizing
	physical, academic and support facilities - laboratory, library, sports complex,
$\mathbf{Q}_{\mathbf{l}}\mathbf{M}$	computers, classrooms etc.
	Smt. N.C. Gandhi and Smt. B.V. Gandhi Mahila Arts and Commerce College,
	Bhavnagar, follows a structured policy to ensure proper upkeep and efficient
	utilization of all facilities. The policy is designed to maintain infrastructure in good
	condition, ensure maximum usage, and provide a safe and conducive environment for
	learning. 1. Classroom Maintenance and Utilization
	 Classrooms are allocated as per the academic timetable for optimal use.
	 Daily cleaning and periodic deep cleaning are carried out by housekeeping
	staff.
	Furniture, electrical fittings, and teaching aids are regularly inspected and
	repaired as required.
	2. Library
	Computerized system for issuing, returning, and renewing books.
	 Annual stock verification of physical books and digital resources.
	 Access to e-resources through subscriptions and digital platforms.
	3. Sports Complex and Gymnasium
	Maintenance under the Physical Education Department.
	 Annual schedules for events and training to ensure fair usage.
	 Regular inspection of equipment for safety and usability.
	4. IT Facilities
	Periodic upgradation of computers, printers, and software.
	Campus-wide Wi-Fi maintenance with security measures (antivirus, data)

backup).

• Annual Maintenance Contracts (AMCs) for major IT equipment.

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 200 words

File Description:

- Upload any additional information
- Paste link for additional information

CRITERION VI -GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

The Institution pursues academic excellence by providing a learning environment and promotes human excellence through courses and activities that help students achieve their personal integrity. It provides diversified academic programmes. It happens to be the foremost center of higher education catering to the needs of all rural deprived community especially to the socio-economically weaker students hailing from rural and semi-rural areas.

<u>VISION:</u> To provide high quality formal and non-formal education and training to all girls and women irrespective of their financial, social, cultural background, mainly to those from economically weaker section of society, at an affordable cost for their economic, social, cultural upliftment as well as holistic development with the ultimate objective of improving their quality of life in totality and molding them into change agents for accelerating socioeconomic-development of the class they come from, implementing fair and best practices, bringing about continuous improvement and providing transparent administration of all institutes of the Mandal.

MISSION: The Vision shall be achieved by....

- → Developing suitable infrastructure for imparting multidiscipline education at Kindergarten, Primary, Secondary, Higher Secondary, Graduate and Post Graduate levels covering Professional, Technical, Commerce and Arts /Humanities areas.
- ♣ Providing non formal and continuing education imparting physical, technical and intellectual skills, while promoting entrepreneurship and self-empowerment of women.
- **♣** Continuous development of teachers and staff in all institutions.
- ♣ Engaging students in various extra and co-curricular activities for their holistic development.
- ♣ Providing opportunities to persons and institutions to discharge their individual and Corporate Social Responsibility by sharing a part of their wealth to promote the above goals.

The governance of *Smt. N.C. Gandhi & Smt. B.V. Gandhi Mahila Arts & Commerce College, Bhavnagar* exemplifies effective and visionary leadership that is deeply aligned with the institution's vision of empowering women through inclusive, affordable, and holistic education. The leadership ensures that policies, practices, and institutional strategies are designed and implemented in a way that supports the upliftment of girls and women, particularly from economically and socially disadvantaged backgrounds. The management, besides Grants, also invests in sustainable facilities and modern technology for promoting a quality education. The management sets the vision through the College Committee Meetings, Governing Council Body Meetings, Internal Quality Assurance Cell Meetings and the

Academic Staff Council Meetings.

Key aspects of governance reflecting this alignment include:

Vision driven decision making:

The management and leadership consistently make decisions that prioritize women's education, empowerment, and skill development. This is evident in the development of academic programs, infrastructure, and support services aimed at enhancing the quality of life and employability of students.

Holistic Development Initiatives:

Leadership supports a range of co-curricular and extracurricular activities, training programs, and community outreach initiatives that align with the mission of promoting the overall development of women—intellectually, emotionally, and socially.

4 Focus on Faculty Development:

Continuous professional development of teachers and staff is emphasized to maintain high educational standards. Workshops, seminars, and training sessions are regularly organized to enhance the skills and capabilities of educators, enabling them to better serve the student community.

Strategic Infrastructure Development:

The leadership actively works to strengthen physical and academic infrastructure to meet the needs of modern education while staying true to the core mission of accessibility and affordability for all women

The governance of the institution is deeply mission-oriented, fostering a culture of empowerment, equality, and excellence. By staying true to its vision and mission, the leadership at Smt. N.C. Gandhi & B.V. Gandhi Mahila Arts & Commerce College ensures that the institution remains a transformative space for women, nurturing them into confident and capable contributors to society.

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

At Smt. N.C. Gandhi & Smt. B.V. Gandhi Mahila Arts & Commerce College, Bhavnagar, effective leadership is not just confined to the top levels of management, but is demonstrated through inclusive governance practices, particularly decentralization and participative management. These practices ensure that the institution functions smoothly, democratically, and in alignment with its vision of empowering women through holistic education.

1.Decentralization of Authority

- ♣ The leadership has adopted a distributed approach by delegating responsibilities to various departments, committees, and individuals.
- ♣ Heads of Departments (HoDs), faculty members, and coordinators are entrusted with academic, administrative, and extracurricular responsibilities.
- ♣ This delegation empowers staff members at various levels to take decisions independently within their scope, leading to quicker execution and a stronger sense of accountability.

2. Participative Decision Making

- ♣ The institution fosters a culture of collaboration, where the voices of faculty, staff, and students are heard and valued in decision-making processes.
- ♣ Regular meetings are conducted with IQAC (Internal Quality Assurance Cell), academic committees, and student councils to discuss and plan institutional activities.
- ♣ This participatory model ensures that diverse perspectives are considered, resulting in well-informed and balanced decisions.

3. Role of Committees and Cells

- → Various functional committees (e.g., Academic Committee, Examination Committee, Cultural Committee,) are formed with faculty members and sometimes student representatives.
- ♣ These committees operate with autonomy and contribute to effective academic planning, event coordination, student support, and quality assurance.

4. Staff Empowerment and Motivation

- ♣ Faculty members are encouraged to take initiative, lead academic programs, organize workshops/seminars, and contribute to curriculum enhancement.
- ♣ Such involvement boosts motivation, ownership, and professional development, which directly impacts the quality of teaching and student engagement.

5. Student Involvement

- ♣ Students are engaged through platforms such as the Student Council, where they actively participate in organizing events, voicing concerns, and suggesting improvements.
- ♣ This not only develops leadership qualities in students but also builds a strong sense of belonging and community.

Through decentralization and participative management, the institution creates a dynamic, inclusive, and responsive environment that drives continuous improvement and aligns closely with its mission of women's empowerment and holistic development

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic/ perspective plan is effectively deployed

In the starting of the academic year with the help of BSKM (Management) through MAS mechanism the strategic plan is prepared. The plan is followed throughout the academic year.

Curriculum Development

The major objective of curriculum development is to improve educational offerings and institutional activities practices in order to increase students' engagement in the learning process. In the starting of the academic year curriculum planning is prepared by all faculty members in which they provide the information about education delivery methods month wise and examination methods. Our faculty members are the members in the different bodies in SNDT Women's University such as Board of studies etc. Through the

University system they are involved in the course development activities.

Teaching and Learning

Education through ICT is the motto in this academic year. Apart from the traditional classroom teaching modern methods are used in teaching. Education is provided through BISAG (Bhaskaracharya Institute for space application and geo-informatics). A State

Level agency by Government of Gujarat. Students used to watch academic programs through BISEG channel. Subject wise time table was provided. Apart from that use of CD for educational purpose, a film was made. Remedial Teaching method was used for poor students. Various teaching methods such as assignments, presentation, group discussion, group work used.

- **♣** Examination and Evaluation
- Students Friendly approach
- Removing the fear of exam among students.

Examination was conducted as per SNDT women's University examination rules.

- Internal exam Test
- External exam
- Long questions
- Short questions
- Short Notes
- Examination was conducted to assess the difference skills, knowledge and application abilities of students.
- Lectures were organized on how to overcome from examination fear of students.

Research and Development

During the NAAC gradation of third cycle of GMC recommendations were made by NAAC peer Team. Promotion of Research and Development was one of them. So, during this academic year we focused on the promotion of Research and development for the purpose of providing quality education to students. Teachers published their research papers and took part in various national and international seminars.

♣ Library, ICT and Physical Infrastructure / Instrumentation

Having a good library is a precondition. Our library is having nearly one lakh of books, journals and periodicals. During the year with a view to imparting education through ICT computers were purchased by the college.

Human Resource Management

For the purpose of the quality education to the students the teaching and non-teaching staff is involved. Training programmes, orientation and refresher programmes and Faculty development programmes make them strengthen to do teaching work and imparting knowledge to the students.

Admission of Students

The teaching and non-teaching staff is involved for the purpose of the admission procedure. Preparation is made well in advance. We have 300 seats in arts and 300 seats in commerce. For the admission efforts like advertisements, brochures, TV Channel scroll Patti, approaching of the different schools were made in prior. GMC staff visits schools frequently and school students are invited to visit the college campus, various departments.

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.

The institution demonstrates effective and efficient functioning of its statutory and administrative bodies, as evidenced through well-established policies, structured administrative setup, transparent appointment and service rules, and systematic operational procedures.

1. Policy Framework

The institution operates under a comprehensive set of policies that are aligned with its vision and mission. These include policies on academic planning, quality assurance, financial management, faculty recruitment, student support, and research promotion.

- Policies are developed with stakeholder consultation and are periodically reviewed for relevance and improvement.
- This ensures clarity in governance and consistency in institutional practices.

2. Administrative Setup

The administrative structure is clearly defined with distinct roles and responsibilities across various levels of management.

- Functional bodies such as the Governing Body, Academic Council, IQAC, Finance Committee, and departmental committees work in a coordinated manner.
- The use of technology (e-governance tools, ERP systems) enhances communication, documentation, and data management.

3. Appointment and Service Rules

Recruitment and service conditions are governed by transparent and merit-based rules.

- Faculty and staff appointments are carried out as per UGC/AICTE/State Government norms, ensuring fairness and quality.
- Clear service rules regarding probation, promotion, leaves, and grievance redressal are well-documented and accessible.

4. Operational Procedures

Standard Operating Procedures are in place for academic, administrative, and financial functions.

- Processes such as admissions, examinations, procurement, and feedback collection follow documented protocols.
- Internal and external audits, performance appraisals, and regular review meetings support a culture of accountability and continuous improvement.

The institution's functioning is marked by a systematic and professional approach supported by sound policies, structured administration, clear service rules, and effective procedures. These collectively contribute to the effective governance and efficient service delivery, aligning with the goals of quality enhancement and institutional excellence.

Additional Information:

• https://gandhimahilacollege.org.in/uploads/0rganogram.pdf

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

- Planning and Development
- **❖** Administration
- Finance and Accounts
- **Student Admission and Support**
- ***** Examination

The Institute has partially introduced E-Governance in administrative and academic activities. With the help of E-Governance governing bodies can easily administer and control over the structure. It is used in processing and delivery of Information. The Institute has started Electronic Governance for planning, implementations and monitoring administrative activities. Information and Communication Technology is used by the faculty members to strengthen Education system and make it more effective. Governing body, Teaching and non-teaching

staff communicate through email. The accounts of the institution are maintained through software like Tally. Students Admission process is carried out through the software. Examination department uses computer to create tests and measure students leaning outcomes. Faculty members use MS Office software for typing question papers and preparing results.

6.3 Faculty Empowerment Strategies

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

1. Financial Welfare Measures

- Provident Fund (PF), Gratuity, and Pension Schemes (as applicable under government/management norms).
- Timely disbursement of salaries and arrears.
- Advance salary/loan facilities during emergencies or for personal needs.
- Group Insurance Scheme or health coverage provided to staff members.
- Financial support for professional development (e.g., seminar/conference registration, travel allowance).

2. Health and Medical Facilities

- Medical reimbursement schemes for self and dependents.
- Annual health check-up camps and awareness programs.
- On-campus first-aid and healthcare facilities with tie-ups to nearby hospitals for emergencies.

3. Leave and Flexibility Benefits

- Casual leave, earned leave, and medical leave as per institutional rules.
- Maternity and paternity leave granted as per government norms.
- Special leave for higher education, research, and FDPs (Faculty Development Programmes).
- Flexibility in working hours for specific needs (subject to administrative approval).

4. Professional Support

- Encouragement for higher studies, research, and training.
- Duty leaves and financial assistance for attending workshops, conferences, and seminars.
- Recognition and rewards for outstanding academic and administrative performance.
- Internal promotions and career advancement support based on performance.

5. Social and Recreational Support

- Common staff room and relaxation spaces for staff.
- Recreational events, picnics, and cultural programs organized to foster camaraderie.
- Support for participation in sports and extracurricular activities.

6. Infrastructure Support

- Free/subsidized access to institutional resources (library, internet, etc.).
- Canteen facilities

The institution recognizes that the well-being of its employees directly contributes to institutional performance. These comprehensive welfare measures ensure a healthy, supportive, and productive work environment for both teaching and non-teaching staff.

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

Year	Name of	Name of conference/	Name of the professional body	Amo
	teacher	workshop attended for which	for which membership fee is	unt
		financial support provided	provided	of
				supp
				ort

NIL	NIL	NIL	NIL	NIL		
	6.3.2.1 Number of teachers provided with financial support to attend conferences/					
worksh	workshops and towards membership fee of professional bodies during the year					
Year	Name of	Name of conference/	Name of the professional body	Amo		
	teacher	workshop attended for which	for which membership fee is	unt		
		financial support provided	provided	of		
				supp		
				ort		
NIL	NIL	NIL	NIL	NIL		

6.3.3 N	6.3.3 Number of professional development /administrative training programs organized						
	institution for tea		-		01		9
Year	Title of the	Title o	of the	Dates	No. of particip	ants	No. of
	professional	adminis	strative	(from-to)	(Teaching sta	aff)	participan
	development	training pr	ogramme				ts (non-
	programme	organised	for non-				teaching
	organised for	teachin	g staff				staff)
	teaching staff		_				
NIL N		NI	L	NIL	NIL		NIL
6.3.4 No	6.3.4 No. of teachers attending professional development programmes, viz., Orientation						
Programme, Refresher Course, Short Term Course, Faculty Development Programmes							
during the year					-41		
		N 1 C 1 1 1 1 1			ate and		
Title of the professional					uration		
development programme					(fro	om – to)	
1	FIP			02			

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

The institution has a well-structured **Performance Appraisal System** in place for both teaching and non-teaching staff. This system is designed to ensure accountability, encourage continuous improvement, and recognize individual contributions to the institution's growth and excellence.

A. Performance Appraisal for Teaching Staff Process:

- 1. **Self-Appraisal**: Faculty members submit a self-appraisal report annually, detailing their academic contributions, research, student feedback, and institutional participation.
- 2. **HOD/Principal Review**: The Head of Department and Principal evaluate the report and provide qualitative feedback.
- 3. **IQAC Review (if applicable)**: Data is reviewed by the Internal Quality Assurance Cell (IQAC) to ensure alignment with institutional goals.
- 4. **Feedback and Recommendations**: Faculty receive written or verbal feedback, and outstanding contributions may be recognized through awards or recommendations for promotion.

Key Appraisal Criteria:

- Academic planning and delivery (syllabus completion, innovation in teaching).
- Student feedback.

- Research output (publications, funded projects, patents).
- Participation in FDPs, workshops, and seminars.
- Contribution to co-curricular/extra-curricular activities.
- Mentoring and student support.
- Institutional responsibilities (committee work, administrative roles).

B. Performance Appraisal for Non-Teaching Staff

Process:

- 1. **Self-Assessment**: Staff submit a form detailing responsibilities, challenges faced, and suggestions.
- 2. **Supervisor Assessment**: Immediate supervisors (e.g., Office Superintendent, Registrar) evaluate based on punctuality, efficiency, communication, and conduct.
- 3. **Final Review by Head of Institution**: Consolidated feedback is given, and training needs are identified.

Key Criteria:

- Work efficiency and timeliness.
- Familiarity with institutional procedures.
- Use of ICT tools (if applicable).
- Record maintenance and accuracy.
- Teamwork and communication.
- Attendance and punctuality

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 institution has established a mechanism for conducting internal and external audits for financial transactions every year to ensure financial compliances. Internal financial committee of the institute conducts quarterly audits. Internal committee thoroughly verifies the income and expenditure details and the compliance report of internal audit. While the external audit is conducted on quarterly and yearly basis by an external agency Sanghvi & Co.

The external agency Sanghvi & Co. conducts statutory audit that covers all financial and accounting activities like receipts from fee, donations, grants, contributions, interest earned and returns on investments, salary of staff, payments to vendors, contractors etc. The external agency submits their observations through the report that are examined by the internal committee of the institute. It is pointed out that no serious objection/irregularity is outstanding. No Draft Para has ever been issued against the external agency Sanghvi & Co.

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

Name of the non-government funding	Funds/ Grants received in Rs.	Purpose
agencies/ individuals		
		Panch Prakalp,
		Amrut Mahotsav,
		Udisha, Finishing
Govt of Gujarat	Rs. 3,26500	School, NSS
		Camping grant,
		NSS regular grant
		etc.

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

Institutional strategies for mobilization of funds and optimal utilization of resources involve planning and managing financial and other assets to ensure sustainability and efficiency. Fund mobilization includes securing money from diverse sources such as government grants, private sector partnerships, donor agencies, investments, and income-generating activities. Institutions aim to reduce dependence on a single source by diversifying funding streams. At the same time, optimal utilization of resources focuses on using available financial, human, and physical assets effectively to achieve institutional goals. This includes careful budgeting, regular audits, adopting technology, minimizing waste, and aligning resource use with strategic priorities. Together, these strategies help institutions maintain financial health, improve performance, and achieve long-term development objectives.

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) plays a key role in maintaining and improving the quality of education in an institution. It helps to plan and implement strategies that ensure continuous improvement in academic and administrative performance. IQAC regularly collects feedback from students, teachers, and other stakeholders to identify areas for improvement. It promotes a culture of quality by encouraging best practices, organizing workshops, and monitoring teaching-learning processes. Through regular reviews, documentation, and self-assessments, IQAC helps the institution become more organized, efficient, and focused on long-term quality goals. This makes quality assurance a part of the institution's routine functioning.

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 institution regularly reviews its teaching-learning process, operational methods, and learning outcomes through the Internal Quality Assurance Cell (IQAC), which is set up as per the required norms. IQAC conducts these reviews at fixed intervals to ensure that the academic and administrative systems are working effectively. It gathers feedback, analyses performance, and suggests improvements in teaching methods, curriculum delivery, and student support services. These efforts are properly recorded and help track the progress over time. As a result, the institution is able to make steady improvements in various areas, leading to better quality education and overall development

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)

Criterion 7 – Institutional Values and Best Practices

Key Indicator - 7.1 Institutional Values and Social Responsibilities

Metric No.	Gender Equity			
7.1.1				
QlM	Gender Sensitization Action Plan			
	Introduction:			
	Promoting gender sensitization within a college campus is crucial for creating an			
	inclusive and safe environment for all students, faculty, and staff. This action plan			
	aims to outline the steps and initiatives that will be taken to foster gender sensitivity			
	within the college over the course of this academic year.			
	Goal:			
	The primary goal of this action plan is to create a gender-sensitive college campus			
	that promotes equal opportunities, respect, and dignity for all individuals, regardless			
	of their gender identity or expression.			
	Objectives:			
	- Increase awareness and understanding of gender-related issues among students,			
	faculty, and staff.			
	- Introduced to safe and inclusive environment that encourages open			
	dialogue and discussion about gender-related topics.			
	- Develop and implement training programs to enhance gender sensitivity and			
	inclusivity.			
	Action Steps:			
	Establish a Gender Sensitization Committee :			
	- Form a dedicated committee comprised of students, faculty, and staff			
	responsible for overseeing and implementing gender sensitization initiatives.			
	- Ensure the committee has diverse representation from different genders,			
	departments, and levels withinthe college.			
	Develop and Implement Training Programs:			
	- Organize workshops, seminars, and training sessions on gender sensitivity,			
	equality, and inclusivity forstudents, faculty, and staff.			

- Collaborate with external experts or organizations to provide specialized training.

Practices:

1. Create Safe Spaces and Support Systems:

- Establish gender-neutral restrooms and facilities.
- Develop support systems for survivors of gender-based violence or harassment.

2. Organize Awareness Campaigns and Events:

- Create and implement awareness campaigns and events throughout the academic year.
- Utilize various communication channels such as social media, college newsletters, and notice boards.
- Collaborate with student organizations to organize competitions, guest lectures on gender-related topics.

3. Strengthen Partnerships:

- Collaborate with external organizations and NGOs working on gender-related issues.
- Participate in relevant conferences, workshops, and initiatives.

4. Monitor and Evaluate Progress:

- Regularly review and analyze data to assess the effectiveness of gender sensitization initiatives.
- Seek feedback from students, faculty, and staff.

5. Celebrate Success and Recognize Efforts:

- Highlight and celebrate achievements in gender sensitization.
- Recognize individuals or groups that have contributed significantly to promoting gender sensitivity within the college.
- Share success stories as examples to inspire and motivate others.

Provide Web link to:

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

https://gandhimahilacollege.org.in/uploads/7

-1-1.pdf

Environmental Consciousness and Sustainability

7.1.2

The Institution has facilities for alternate sources of energy and energy conservation measures

QnM

- 1. Solar energy
- 2. Biogas plant
- 3. Wheeling to the Grid
- 4. Sensor-based energy conservation
- 5. Use of LED bulbs/ power efficient equipment

Options:

- A. 4 or All of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above
- E. None of the above

Upload:

- Geo tagged Photographs
- Any other relevant information

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

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)

QlM

Smt. N.C. Gandhi and Smt. B.V. Gandhi Mahila Arts and Commerce Collage, Bhavnagar has a well-structured solid waste management system for handling both degradable and non-degradable waste, supported by a Memorandum of Understanding (MoU) with the Municipal Corporation of Bhavnagar. This collaboration ensures efficient waste disposal and environmental sustainability.

Degradable Waste Management:

- Composting Units Organic waste, including food and garden waste, is
 processed in compost pits and we provided to the Municipal Corporation of
 Bhavnagar and the proceed in to the vermicomposting units to produce
 organic manure for campus use.
- Garden Waste Recycling Dry leaves and plant trimmings are collected and composted to enhance soil fertility with the collaboration with the Municipal Corporation of Bhavnagar.

Non-Degradable Waste Management:

- Segregation Bins Color-coded bins for plastic, paper, metal, and glass waste ensure proper segregation at the source.
- 2. **Recycling & E-Waste Management** The institution collaborates with authorized recyclers for processing plastic, paper, and electronic waste.
- 3. **Municipal Corporation Partnership** Under the MoU, the Municipal Corporation collects and processes solid waste that cannot be managed on

campus, ensuring eco-friendly disposal.

4. **Hazardous Waste Disposal** – Laboratory and chemical waste are handled per safety guidelines, with municipal authorities ensuring safe disposal.

Regular awareness campaigns and sustainability programs promote responsible waste disposal among students and staff.

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Provide web link to

- Relevant documents like agreements/MoUs with Government and other approved agencies
- Geo tagged photographs of the facilities
- Any other relevant information

7.1.4 Water conservation facilities available in the Institution:

Q_nM

- 1. Rain water harvesting
- 2. Bore well /Open well recharge
- 3. Construction of tanks and bunds
- 4. Waste water recycling
- 5. Maintenance of water bodies and distribution system in the campus

Options:

- A. Any 4 or all of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1of the above
- E. None of the above

Upload:

- Geo tagged photographs / videos of the facilities
- Any other relevant information

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

7.1.5 Green campus initiatives include

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

Q_nM

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

Options:

- A. Any 4 or All of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above
- E. None of the above

	T			
	Upload			
	Geo tagged photos / videos of the facilities			
	Any other relevant documents			
	(Note: Data template is not applicable to this metric)			
7.1.6	Quality audits on environment and energy are regularly undertaken by the			
	institution			
QnM	7.1.6.1. The institutional environment and energy initiatives are confirmed through			
	the following			
	1.Green audit			
	2. Energy audit			
	3.Environment audit			
	4.Clean and green campus recognitions/awards			
	5. Beyond the campus environmental promotional activities			
	Options:			
	A. Any 4 or all of the above			
	B. Any 3 of the above			
	C. Any 2 of the above			
	D. Any 1of the above E. None of the above			
	E. None of the above			
	Upload:			
	• Reports on environment and energy audits submitted by the auditing agency			
	 Certification by the auditing agency 			
	 Certificates of the awards received 			
	Any other relevant information			
	(Note: Data template is not applicable to this metric)			
7.1.7	The Institution has Divyangjan-friendly, barrier free environment			
7.1.7	1. Built environment with ramps/lifts for easy access to classrooms.			
Q _n M	2. <i>Divyangjan</i> -friendly washrooms			
ZII.	3. Signage including tactile path, lights, display boards and signposts			
	4. Assistive technology and facilities for persons with <i>Divyangjan</i> accessible			
	website, screen-reading software, mechanized equipment			
	5. Provision for enquiry and information: Human assistance, reader, scribe,			
	soft copies of reading material, screen reading			
	Options:			
	A. Any 4 or all of the above			
	B. Any 3 of the above			
	C. Any 2 of the above			
	D. Any 1 of the above			
	E. None of the above			
	Unloads			
	Upload:			
	Geo tagged photographs / videos of the facilities Policy do supports and information broadward on the support to be provided.			
	Policy documents and information brochures on the support to be provided Output Description:			
	Details of the Software procured for providing the assistance			
	Any other relevant information			
	(Note: Data template is not applicable to this metric)			
	Inclusion and Situatedness			

7.1.8 QlM

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

Institutional Efforts for an Inclusive Environment

Smt. N.C. Gandhi and Smt. B.V. Gandhi Mahila Arts and Commerce Collage, Bhavnagar is committed to fostering an inclusive environment that promotes tolerance, harmony, and respect for cultural, regional, linguistic, communal, socioeconomic, and other diversities.

- 1. **Cultural and Regional Inclusivity** The institution celebrates festivals of different religions and regions, such as Diwali, Eid, Christmas, and Holi, fostering unity among students and staff. Cultural fests, food festivals, and traditional attire days encourage cross-cultural appreciation.
- Linguistic Diversity Language clubs and multilingual communication support students from diverse linguistic backgrounds. Language workshops and optional courses in regional languages enhance inclusivity.
- 3. **Socioeconomic Inclusivity** Scholarships, financial aid, and coaching programs ensure equal opportunities for underprivileged students. The institution supports economically weaker students.
- 4. **Communal Harmony** Seminars, debates, and guest lectures on peace, harmony, and social cohesion are conducted regularly. Awareness programs promote interfaith understanding and respect.
- 5. **Equal Opportunity Initiatives** The institution has an anti-discrimination cell, grievance redressal mechanisms, and student support groups to create a safe and inclusive space for all.

Through these initiatives, the institution ensures a diverse, tolerant, and harmonious learning environment where every individual feels valued and respected.

Provide Web link to:

- Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)
- Any other relevant information.

Human Values and Professional Ethics

7.1.9

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

QlM

Institutional Activities for Inculcating Values of Responsible Citizenship

Smt. N.C. Gandhi and Smt. B.V. Gandhi Mahila Arts and Commerce Collage, Bhavnagar is actively promotes values aligned with the Constitution of India to develop responsible citizens through various activities.

- 1. **Constitution Day Celebrations** The institution observes 26th November as Constitution Day, organizing readings of the Preamble, discussions on fundamental rights and duties, and expert lectures on constitutional values.
- 2. **Democracy and Electoral Awareness** Voter awareness drives, mock elections, and campaigns under SVEEP (Systematic Voters' Education and Electoral Participation) encourage students to exercise their voting rights responsibly. And the institution faculties are also engaged in the Electoral related duties and they aware the student time to time in collage.
- 3. **Legal Awareness Programs** Workshops on human rights, gender equality, and fundamental duties educate students about constitutional provisions and legal responsibilities.
- 4. Social Service Initiatives NSS (National Service Scheme) and NCC (National Cadet Corps) units engage students in community service, environmental conservation, blood donation drives, and disaster relief activities, fostering a sense of social responsibility.

Through these activities, the institution nurtures students to uphold constitutional values, ensuring they become responsible, ethical, and engaged citizens of India. **Provide we blink to:**

- Details of activities that inculcate values; necessary to render students in to responsible citizens
- Any other relevant information

7.1.10 Q_nM

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

Academic Integrity and Research Ethics Workshop

Smt. N.C. Gandhi and Smt. B.V. Gandhi Mahila Arts and Commerce College, Bhavnagar, successfully hosted a comprehensive workshop on "Academic Integrity and Research Ethics" 12/07/2023, underscoring its commitment to fostering an honest and responsible academic environment. The event, attended by a significant number of students, research scholars, and faculty members, aimed to enhance understanding of ethical practices in research and academic pursuits.

The workshop commenced with an inaugural address by I/C Principal Shree Girirajbhai Bhojak, who emphasized the paramount importance of originality and ethical conduct in scholarly work. Key sessions, led by renowned academician Dr. Viram J. Vala, Assistant Professor of the Commerce Department, delved into crucial topics such as plagiarism detection and prevention, proper citation and referencing techniques (e.g., APA, MLA), data fabrication and falsification, and the ethical considerations in human and animal research. Practical case studies were discussed to illustrate common ethical dilemmas and best practices.

Participants engaged in interactive discussions, clarifying doubts regarding authorship, intellectual property rights, and responsible data management. The event concluded with a renewed commitment from all attendees to uphold the highest standards of academic integrity, reinforcing the institution's culture of ethical scholarship.

- 1. The Code of Conduct is displayed on the website
- 2. There is a committee to monitor adherence to the Code of Conduct
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
- 4. Annual awareness programmes on Code of Conduct are organized

Options:

- A. All of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above
- E. None of the above

Upload:

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

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

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

QlM

Institutional Efforts in Celebrating National and International Events

Smt. N.C. Gandhi and Smt. B.V. Gandhi Mahila Arts and Commerce Collage, Bhavnagar actively organizes and celebrates Republic Day, Independence Day, International Women's Day, and other significant events to instill patriotism, gender equality, and cultural appreciation.

- Republic Day (26th January) The institution celebrates with a flag
 hoisting ceremony, followed by a march-past by NCC cadets, cultural
 performances, and speeches on constitutional values, democracy, and
 national integrity.
- 2. Independence Day (15th August) A grand flag hoisting ceremony is held with the national anthem, patriotic songs, and inspiring speeches. The event includes skits and dance performances on India's freedom struggle, fostering a sense of unity and national pride. Tree plantations and social service activities mark the day.
- 3. **International Women's Day (8th March)** The institution organizes seminars, workshops, and panel discussions on women's empowerment, gender equality, and legal rights. Felicitation programs honor the achievements of female faculty and students. Awareness campaigns on women's health, safety, and leadership roles are conducted.

Additionally, the institution celebrates cultural and religious festivals fostering inclusivity and unity. Through these events, the institution promotes national values, social responsibility, and gender equality among students and staff.

Provide we blink to:

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

Key Indicator - 7.2 Best Practices

Metric	
No.	
7.2.1	Describe two best practices successfully implemented by the Institution as per
	NAAC format provided in the Manual.
Q_lM	
	Date: 11/07/2023
	<u>- </u>

Cyber Crime Awareness

Smt. N.C. Gandhi and Smt. B.V. Gandhi Mahila Arts and Commerce College, Bhavnagar successfully organized a "Cyber Crime Awareness" event on 11/07/2023, aimed at educating students and staff about the growing risks of online threats and promoting **cyber safety**. The program, held in the college auditorium, saw enthusiastic participation from across all departments.

The event commenced with an inaugural address by I/C Principal Girirajbhai Bhojak, who highlighted the critical need for digital literacy in today's interconnected world. A session led by cyber security expert Mr. Govindbhai Bhatt, Cyber Crime PSI, then delved into various forms of cybercrime, including phishing, online fraud, data theft, and cyberbullying. The expert shared practical tips on safe browsing habits, strong password creation, and identifying suspicious online activities. Interactive Q&A sessions allowed participants to clarify their doubts and discuss real-life scenarios.

The program concluded with a pledge to practice responsible online behavior. The initiative was a crucial step in empowering the college community to navigate the digital landscape securely and responsibly.

"Tree Plantation"

Smt. N.C. Gandhi and Smt. B.V. Gandhi Mahila Arts and Commerce College, Bhavnagar, successfully organized a "Tree Plantation" on 04/08/2023, demonstrating its commitment to environmental sustainability and community welfare. The event saw enthusiastic participation from students, faculty, and administrative staff, contributing to a greener and healthier campus.

The initiative, held at the college grounds near the sports complex/along the boundary walls, aimed to enhance the college's green cover and raise awareness about the critical importance of afforestation in combating climate change. Our College I/C Principal Shree Girirajbhai Bhojak and NSS Program Officer Dr. Hiteshbhai G. Vala inaugurated the drive, emphasizing the long-term benefits of planting trees for future generations and the local ecosystem.

Participants collectively planted various indigenous species. Students actively dug pits, planted the saplings, and watered them, learning about proper tree care. The event fostered a strong sense of **environmental responsibility** and teamwork among the college community, reinforcing our dedication to a sustainable future

Smt. N.C. Gandhi and Smt. B.V. Gandhi Mahila Arts and Commerce College, Bhavnagar, successfully participated annual "**Mega Placement Fair**" at Government Engineering College, Bhavnagar on dated, 02/03/2024, providing a crucial platform for students to connect with leading companies and secure promising career opportunities. The event witnessed an overwhelming response from final-year students across various disciplines.

The fair featured participation from over 50 prominent companies, including Company representatives who conducted pre-placement talks, explaining their organizational culture, job roles, and career growth trajectories. Students actively engaged in on-the-spot interviews, group discussions, and aptitude tests, showcasing their skills and readiness for the professional world.

The fair aimed to bridge the gap between academia and industry, offering students direct exposure to potential employers. Many students received job offers and internship opportunities, marking a significant step towards their professional aspirations. The event was a resounding success, demonstrating the college's commitment to ensuring excellent career prospects for its graduates.

Provide web link to:

- Best practices in the Institutional web site
- Any other relevant information

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

Smt. N.C Gandhi and Smt. B.V Gandhi Mahila Arts and Commerce College, Bhavnagar

Objectives for the Year

Smt. N.C Gandhi and Smt. B.V Gandhi Mahila Arts and Commerce College, Bhavnagar, known for its commitment to women's education and empowerment, has outlined key goals through its Internal Quality Assurance Cell (IQAC) for the academic year. These objectives aim to improve academic standards, promote research, develop student skills, and strengthen community involvement.

Academic Excellence:

The college will implement the new curriculum as per the National Education Policy (NEP)

2020 to make learning more flexible and student-centred. It will also promote interdisciplinary

learning, where students can gain knowledge across different subjects. The use of ICT

(Information and Communication Technology) will be encouraged to help both teachers and

students stay updated and improve the teaching-learning process.

Research and Development:

Faculty members will be encouraged to take part in research activities. The college aims to

publish research papers in peer reviewed journals. Moreover, this year the institute is going to

organize National and State-level seminars to create opportunities for academic exchange and

learning.

Skill Development and Employability:

Students will be encouraged to think creatively, become self-reliant, and develop new skills. The

college will conduct placement fairs in association with Government of Gujarat to help students

connect with employers and explore job opportunities.

Community Engagement and Social Responsibility:

Through N.S.S. and N.C.C., the college will continue outreach activities to support the

community and environment. More green practices, like waste reduction and energy-saving

measures, will be introduced on campus.

These goals reflect the college's mission to offer quality education and overall development for

its students.

Name: Dr. Viram J. Vala

Name: Dr. Balbhadrasinh R. Chudasama

Signature of the Coordinator, IOAC

Signature of the Chairperson, IQAC