YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

SHREE LEUVA PATEL TRUST B.B.A. MAHILA COLLEGE

- Name of the Head of the institution

  Hardik Malkan

- Designation

  Principal

- Does the institution function from its own campus?

  Yes

- Phone no./Alternate phone no.

  02792232321

- Mobile No:

  9173104455

- Registered e-mail

  lptbba@sankul.net

- Alternate e-mail

  malkanhardik@yahoo.com

- Address

  Smt.Shantaben Haribhai Gajera Shaikshanik Sankul, Chakkargadh Road, Amreli-365601

- City/Town

  Amreli

- State/UT

  Gujarat

- Pin Code

  365601

2.Institutional status

- Type of Institution

  Women

- Location

  Urban

- Financial Status   **Self-financing**

- Name of the Affiliating University   **Saurashtra University**

- Name of the IQAC Coordinator   **Goti Dipaliben**

- Phone No.   **02792232321**

- Alternate phone No.   **02792232322**

- Mobile   **7096704016**

- IQAC e-mail address   **gotidipali26@gmail.com**

- Alternate e-mail address   **gotidipali26@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   http://bbacollege.lptshgsankulamreli.org/aqar_report-2020-21/

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

- if yes, whether it is uploaded in the Institutional website Web link: http://bbacollege.lptshgsankulamreli.org/academic-calendar-2021-22/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.79**	**2018**	**02/11/2018**	**01/11/2023**

6.Date of Establishment of IQAC   **01/07/2018**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**0**	**0**	**0**

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

- Upload latest notification of formation of IQAC   [View File]

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

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

- If No, please upload the minutes of the meeting(s) and Action Taken Report   <u>View File</u>

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

- If yes, mention the amount

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

`Planning, execution, monitoring, auditing, reviewing and reporting of various activities and systems for quality assurance of the institution continuously.`

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
Improve the learning experience success of learners	As a result of the successful achievement of the actions associated with goal participation makes presentations and performance of our students at all levels and top ranked in university in education as well sports culture
Club activities to enhance other skills.	Institute has started Sunday club activities to improve other skills in students with different clubs: Public Speaking Club, Singing Club, Photography Club, Drawing Club, Dance Club, Sports Club etc.
Special Classes on holidays for the students opting for competitive exams.	Classes are arranged for interested students. Also Videos & presentation are available for preparation of such competitive examinations.

13.Whether the AQAR was placed before statutory body?   No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	SHREE LEUVA PATEL TRUST B.B.A. MAHILA COLLEGE
• Name of the Head of the institution	Hardik Malkan
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02792232321
• Mobile No:	9173104455
• Registered e-mail	lptbba@sankul.net
• Alternate e-mail	malkanhardik@yahoo.com
• Address	Smt.Shantaben Haribhai Gajera Shaikshanik Sankul, Chakkargadh Road, Amreli-365601
• City/Town	Amreli
• State/UT	Gujarat
• Pin Code	365601
2.Institutional status	
• Type of Institution	Women
• Location	Urban
• Financial Status	Self-financing
• Name of the Affiliating University	Saurashtra University
• Name of the IQAC Coordinator	Goti Dipaliben

• Phone No.	**02792232321**
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9.No. of IQAC meetings held during the year	**02**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional	**Yes**	

website?		
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
Nil	Nil

15.Multidisciplinary / interdisciplinary

Multidisciplinary

- Researchers will take a multidisciplinary approach, incorporating clinical, psychological and economic aspects, to develop and evaluate the dataset.
- The challenge is to establish multidisciplinary, cross-Research Council programs to lead these developments.
- Assessments should be led by a specialist multidisciplinary team led by geriatricians.
- A multidisciplinary approach will be taken in order to consider all aspects of urinary and bowel continence needs of clients.
- Nurses apply chiropody felt when it is required and let us all become part of the true multidisciplinary team.

interdisciplinary

- Something that's interdisciplinary covers more than one field of study. If you take an interdisciplinary science and literature class, you might read a science fiction novel and then explore the scientific ideas behind it.
- The word interdisciplinary can be broken into its parts: inter-, which means "between" in Latin, and disciplinary, which is from the Latin disciplina and means teaching or knowledge. Interdisciplinary means between fields, but they don't have to be unrelated disciplines. You can do interdisciplinary work between two sciences, for example. An interdisciplinary conference on biology and computer

science might include workshops on both fields.

16.Academic bank of credits (ABC):

Academic Bank of Credits (ABC) is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. It will enable students to open their accounts and give multiple options for entering and leaving colleges or universities. There will be "multiple exits" & "multiple entries" points during the higher education tenure & credits will be transferred through the ABC seamlessly. ABC can be considered as an authentic reference to check the credit record of any student at any given point in time. Thus, the concept of ABC is fuel to boost the efficiency of faculty and help students embrace a multi-disciplinary educational approach. The idea is to make students "skillful professionals" and help
their overall growth. In a crux, the Academic Bank of Credits will be a game-changer in transforming Indian education to a great extent.

17.Skill development:

Skill Development is the process of identification of the skills gap in youth and providing skilling training & employment benefits to them. Skill development programs aim to acknowledge the ability of the youth and extend their support by serving them with the proper guidance, infrastructure, opportunities, and encouragement that help them achieve their ambitions. Education and skills are essential for everyone, and they both walk hand in hand in everyone's career journey. They are the roots behind the economic growth and community development of a country. Therefore, both central & state governments are continuously making efforts to provide skill development to the youth with their skilling partners around the country.The benefits of Skill Development include increased business profits, improved performance, improved accuracy & quality, improved communication, complies with rules & regulations, improved recruitment & career opportunities, and development of good customer relations.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

In the era of E-publishing and E-learning, numerous universities and cultural organizations around the world have launched initiatives to develop tools for multilingual learning and web

publishing and have given preference to local content. India has different languages and different culture. Most of the knowledge and information related to people, culture, science and philosophy of India is available in Indian languages, which will be useful for learning and developing knowledge base. In India Elearning systems and online courses are already started, but as a multi lingual country, which gives importance to education through regional languages, there should be facilities for multi lingual E-learning. This paper covers the issues of Indian language knowledge base/content base, its requirement, and its implication in e learning. An Integrated multi lingual E-learning system for India is proposed in this paper, where importance given to multi lingual course content creation.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Program outcomes BBA:-

1.Accounting knowledge – apply the knowledge of mathematics, social science, accounting fundamentals & accounting specialization to the solution of complex accounting & management problems. 2.Problem analysis – Identify, formulate & analyse socio – economic problems to arrive at substantiated conclusions using first principles of statistics. 3.Recognize & understand the ethical responsibilities of individuals & organizations in society. 4.Strategic & critical thinking in relation to business & commerce related issues. 5.Apply basic mathematical & statistical skills necessary for analysis of a range of problems in economics, economics, accounting, management & finance.

Program Specific Outcomes BBA:

PSO1: To Provide adequate basic understanding about management education among the students. PSO2: To train the students in communication skills. PSO3: To inculcate entrepreneurial skills. PSO4: To work well in teams. PSO5: To develop appropriate skills in students so as to make them competent and provide themselves self – employment. PSO6: To understand finance and other core business content. PSO7: To recognize and solve business problems in an ethical manner. PSO8: To make education accessible to students across borders of religion, geography, caste or gender. PSO9: To provide an environment that facilitates all-round development of the student's personality.

Course Outcomes BBA:

Emerging Trends of Contemporary Management: Students will come to know how to apply theoretical concept of management to practice. ECommerce:
- Students can come to know how the consumption of goods is done by using electronic media. Managerial Economics:- It can help the students to apply the economic concepts and economic analysis to the problems og formulating rational managerial decisions. Business Environment:- It can help the students to analyze the internal and external environment of business. Business Statistics:- Students can come to know how the research methodology
works by using the index and productivity. Management accounting:- Students can come to know that how to manage fund, cash and other financial variables and resources and also how to take decisions by analyzing financial statements. Business Accounting:- Students can come to know how to treat all the transactions related to business through different accounting methodology. Finance Management/ Advance Finance Management:- Students can come to know how money spend to particular department in the organization and what about the profit and cost of invested amount. Micro and Macro Economics:- Students come to know that how to spend money as well as how to use scarce resources with its optimum utilization. Both the economics can help to understand the economic condition of the nation. Entrepreneurship development Programme:- This subject is useful to
the students for become a good entrepreneur. As well as it can help students to open their own enterprise and how to make a risk taker. Environmental Science/ Human Resource Management:-Students get to know about the factors responsible for pollution and how to develop sustainability by using fewer resources. Advance Techniques of Business Mathematics:- This subject helps the students to develop the mathematical skills. Moreover this subject enhances the mental ability of the students for fundamental problems solving and quite useful as per competitive exam point of view. Corporate A/C:- This Subject helps students to develop conceptual and deep understanding regarding corporate accounting system and to prepare financial
students with reference to companies act and different laws. Contemporary Issues in Marketing:- The object behind contemporary issues in marketing is to contain some areas of modern marketing management, theory and practices. The objective of this course is to help the students understand and assimilate actual marketing practice and marketing environment. Advanced Operations Research Techniques (AORT):- The objective behind the AORT subject is the paper to familiarize the students with advanced techniques of

operations research. Business Taxation:- Students come to know how to calculate tax on any type of income which is to be paid to the government. Business Law:- To impart preliminary knowledge in respect of laws to be followed, while caring the business.
20.Distance education/online education:
Distance education, also known as distance learning, is the education of students who may not always be physically present at a college or where the learner and the teacher are separated in both time and distance. Traditionally, this usually involved correspondence courses wherein the student corresponded with the school via mail. Today, it usually involves online education and the learning is usually mediated by some form of technology.distance learning program can be completely distance learning, or a combination of distance learning and traditional classroom instruction. Other modalities include distance learning with complementary virtual environment or teaching in virtual environment online education: In the last 10 years, the Internet has grown from being nearly non-existent into the largest, most accessible database of information ever created. It has changed the way people communicate, shop, socialise, do business and think about knowledge and learning. Much more than just a new twist on distance learning, online schooling is changing the face of traditional classrooms and making education more accessible than ever before. Online education is a form of education where students use their home computers through the internet. For many nontraditional students, among them all those who want to continue working full time or raising families, online graduations and courses have become popular in the past decade. Often online graduation and course programmes, some of which are conducted using digital technologies, are provided via the online learning portal of the host university.

Extended Profile

1.Programme

1.1   01

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	View File

2.Student

2.1   **359**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **88**

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

File Description	Documents
Data Template	View File

2.3   **120**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **08**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **08**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	01
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	359
Number of students during the year	

File Description	Documents
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2.2	88
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	120
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	08
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	08

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	07
4.2 Total expenditure excluding salary during the year (INR in lakhs)	5303575
4.3 Total number of computers on campus for academic purposes	90

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Since our college is affiliated to Saurashtra University – Rajkot, we follow the curriculum prescribed by the University.

- Academic activity starts from the first day.
- Teaching plan is prepared for each semester in the beginning of the term indicating scope of syllabus and text/reference books required.
- Perspective plan is prepared.
- Academic calendar is prepared.
- Every teacher starts maintaining log book from the first day.
- Academic work and attendance are checked for the first three day.
- Teaching plan for each subject for every semester is prepared in advance.
- Subject wise lecture notes are prepared by faculties.
- Daily test starts from the first day of curricula.

- **Syllabus completion proforma is required to be submitted for all subjects.**
- **Internal exam called repeatedly rounds are taken after the course completion and before the university examination.**
- **At the end of every quarter, quarterly examination is also taken.**
- **Internal marks are given considering all aspects.**
- **Examination cell prepares for the university examination.**
- **Teachers are involved in conducting university examination process.**
- **The suggestion boxes are installed in the college for student's suggestions.**
- **The result of college is displayed on the notice boards and advertised in the leading news papers.**
- **The co-ordinators of various programmes are responsible for implementation of the time table, syllabus planning and completion, conduction of internal assessment part etc.**

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	http://bbacollege.lptshgsankulamreli.org/ 1-1 -1/

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

- **The academic schedule is given in a prospectus called ready recknor and is also issued to all the departments and students at the beginning of academic year**
- **The academic committee, in consultation with the principal and vice principal, plans an academic calendar before the commencement of the academic year. The academic calendar is divided into four quarters.**
- **Teaching plan is prepared for each semester in the beginning of the term indicating scope of syllabus and text/reference books required. All the teachers maintain daily academic diary.**
- **Every teacher starts maintaining log book from the first day.**
- **Academic work and attendance are checked for all the days.**
- **Teaching plan for each subject for every semester is prepared in advance.**

- **Subject wise lecture notes are prepared by faculties.**
- **Daily test starts from the first week of curricula.**
- **Syllabus completion proforma is required to be submitted for all subjects.**
- **Internal exam called repeatedly rounds are taken after the course completion and before the university examination.**
- **At the end of every quarter, quarterly examination is also taken.**
- **Internal marks are given considering all aspects.**
- **Examination cell prepares for the university examination.**
- **Teachers are involved in conducting university examination process.**
- **The suggestion boxes are installed in the college for student's suggestions.**
- **The result of college is displayed on the notice boards and advertised in the leading news papers.**
- **Students' attendance is taken regularly which is reviewed monthly and consolidated semester wise.**

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	http://bbacollege.lptshgsankulamreli.org/ 1-1 -2/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	E. None of the above

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

1.2 - Academic Flexibility

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

- **Subject named Environmental Science is included in the syllabus according to the University guidelines and topics related to Environmental Degradation, Disaster Management, Environmental auditing, Environmental Protection, gender, climate change, human rights, ICT etc. to address the cross – cutting issues as well Environmental issues**
- **Consumer education and trade education related information is provided by commerce department.**
- **The College library has various reference books on different related topics.**
- **For subjects like environmental studies and climate change the students are exposed to issues and their remedies through field visits and suggested to prepare brief reports.**
- **Various speeches are arranged related to gender sensibility, environmental education, awareness about the Indian constitute etc. by the college.**
- **Various activities are conducted by women development cell related to women defence techniques, legal awareness, health awareness, disaster management etc.**
- **NSS unit arranges camps in nearby villages. NSS units also conduct activities related to environmental awareness.**

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

120

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

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

120

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**No File Uploaded**

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://bbacollege.lptshgsankulamreli.org

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

180

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

05

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

- **The admission process of the institution is transparent. The admission procedure starts after the results of 12th board exams for UG courses as per the norms of the affiliating university.**
- **Merit is the criteria for admission to all courses and reservation policy of the state government is strictly observed during admission process.**
- **A book called 'Ready Recknor' is prepared that contains details like fee structure,rules and regulations, system follow up, past records etc. and that is issued with the admission forms.**
- **Information of admission process is delivered to the students through newspaper, website as well institute notice board.**
- **Syllabus completion is monitored and observed constantly.**
- **The college collects data and information on the academic performance of the students based on frequent tests, assignments, projects and practical work held at classes. Such data and information are analyzed and used to improve the students' academic performance.**
- **The institute also keeps the record of attendance and strictly follows the university rules regarding attendance.**

The following measures are also taken to minimize the dropout rate:

Advanced Learners

- **The college indentifies the advanced learners through regular test results, tutorials, classroom performance in the subjects and extra co-curricular activities.**
- **They are provided with their needs and requirements of extra books, personal guidance, counseling, internet facility etc.**

- **Faculties advise them to visit library regularly and suggest them text books and reference books for their study.**

File Description	Documents
Link for additional Information	http://bbacollege.lptshgsankulamreli.org/2-2 -1/
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
359	**08**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

- **The college encourages the teachers to adopt technological teaching approach to generate interest among the students and explain the concepts.**
- **The Institute always sees that education be imparted to the students by modern means.**
- **The teachers give education by the method of question answer so as to improve knowledge of both the side.**
- **Education is also being imparted by online/offline computer programmes.**
- **Staff and student seminars are arranged weekly to improve knowledge as well presentation skill.**
- **The college has the facilities of LCD, projectors, E-library labs, language labs, computer labs, internet connection in all the laboratories, and spacious class rooms with all kinds of facilities for effective teaching.**
- **Our teachers make the teaching – learning process interactive and participative through the use of teaching aids like LCD, PPT, group discussion, speech, quiz and elocution competition etc.**
- **Facility of BISAG video lectures is also available in**

- career cell for students.
- Interactive methods of teaching are used for maximum involvements of students.
- All the teacher are requested to use the resources from N P T E L C(National programme on technology enhanced learning).
- The college organizes guest lectures, group discussions, study tours, industrial visits, projects and assignments, faculty seminars etc.
- The students are constantly encouraged to read news papers, journals, periodicals, magazines and other useful books in the college library.
- The students are encouraged to participate in different competitions organized by the college and university
- The college organizes different exhibitions and shows in the college campus.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	http://bbacollege.lptshgsankulamreli.org/2-3_-1/

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

- The college encourages the teachers to adopt technological teaching approach to make teaching learning more innovative and creative.
- LCD, PPT and projectors are used by the faculties to make teaching effective and interesting.
- Interactive method of teaching is used for maximum involvements of students.
- The Institution has developed its own system for evaluation of teaching-learning.
- The institute has adopted additional teaching-learning system in the form of daily test, repeatedly exam, quarterly exam etc.
- Class seminars and faculty seminars are arranged on different related topic to enhance creativity of students and staff.
- Subject wise guest lectures are arranged regularly to get information about the latest technologies and inventions and to update the knowledge level of students.

- **Subject related articles, newspaper cuttings are displayed on the departmental notice boards to enhance the subject knowledge regarding current issues.**
- **The library is rich with so many books of syllabus, general knowledge, competitive examinations and journals, periodicals etc. to improve creativity in students.**
- **Fully Computerized Digital ETNL Language Lab is available for students. Language labs are provided for improving the communication skill.**
- **E-Library classes are arranged in which facility of DELNET/NDL is available. In which students can find out different books or material related to subject online.**
- **The college organizes different exhibitions and shows in the college campus.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://bbacollege.lptshgsankulamreli.org/2-3_-2/

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

2.3.3.1 - Number of mentors

08

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

2.4 - Teacher Profile and Quality

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

08

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

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

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

00

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

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

2.4.3.1 - Total experience of full-time teachers

38

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

- The institution being affiliated to the Saurashtra University follows all the norms laid down by the university.
- The university has introduced credit based syllabus system for BBA stream and subjects.
- The institution monitors and communicates the progress and performance of the students at the internal and university examinations through display on notice boards.
- The college has adopted additional evaluation system in the form of daily test, repeatedly exam, quarterly exam etc. which directly affect the internal marks for all courses.
- The institute has also started to consider the percentage of attendance for internal assessment.
- The institute welcomes the rankers with silver coins at the end of every academic year.
- The institute also awards the students who have performed well in sports, music, art, culture and other competitions.
- The Institute shows the detail of students passed through the institute in Ready Reckoner (Handbook of Institute) for last ten years.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://bbacollege.lptshgsankulamreli.org/2-5 -1/

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

- If the student is not satisfied with the result of university examination or there are grievances about the University examination, she submits an appeal to the Institute, and the forms of rechecking and re-evaluation are submitted through the college office.
- The university provides new mark sheet to the student if mistake is there otherwise it sends only the letter of no change in the mark sheet.
- If the student feels doubtful with the result of college examination, the seat checking of mark sheet is made available to the students. And if required changes are made by the respective faculty member.
- In the college examination system in the form of daily

test, repeatedly exam, quarterly exam etc. marks as well answer sheet is provided to the students to be transparent related to exam grievances.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	http://bbacollege.lptshgsankulamreli.org/2-5_-2/

2.6 - Student Performance and Learning Outcomes

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

Program outcomes BBA:-

1.Accounting knowledge – apply the knowledge of mathematics, social science, accounting fundamentals & accounting specialization to the solution of complex accounting & management problems. 2.Problem analysis – Identify, formulate & analyse socio – economic problems to arrive at substantiated conclusions using first principles of statistics. 3.Recognize & understand the ethical responsibilities of individuals & organizations in society. 4.Strategic & critical thinking in relation to business & commerce related issues. 5.Apply basic mathematical & statistical skills necessary for analysis of a range of problems in economics, economics, accounting, management & finance.

Program Specific Outcomes BBA:

PSO1: To Provide adequate basic understanding about management education among the students. PSO2: To train the students in communication skills. PSO3: To inculcate entrepreneurial skills. PSO4: To work well in teams. PSO5: To develop appropriate skills in students so as to make them competent and provide themselves self – employment. PSO6: To understand finance and other core business content. PSO7: To recognize and solve business problems in an ethical manner. PSO8: To make education accessible to students across borders of religion, geography, caste or gender. PSO9: To provide an environment that facilitates all-round development of the student's personality.

Course Outcomes BBA:

Emerging Trends of Contemporary Management: Students will come to know how to apply theoretical concept of management to practice. ECommerce: - Students can come to know how the consumption of goods is done by using electronic media.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://bbacollege.lptshgsankulamreli.org/2-6 -1/
Upload COs for all courses (exemplars from Glossary)	View File

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

- **The college has clearly stated learning outcomes that are specified in mission and objectives statements.**
- **The students and staff are made aware of these through the acquisition of skill and knowledge about communication, reading-writing, resentation, group discussion, industrial visits, planning, decision making, marketing, banking transactions awareness etc.**
- **To make the teaching learning methods effective and to achieve learning outcome, teaching methods, our faculty members use modern teaching methods, aids and technology gradually to replace the traditional methods.**
- **The communication, reading and writing skill are assessed through exercises given in the classrooms. Competitive skills are developed more and more through participation of students in the different events.**
- **The group discussion, presentation, planning and decision making skill are assessed through seminar, workshop.**
- **The faculty members categorize students as weaker, average and advance learners by assisting them on the bases of group discussion, class performance and term tests.**
- **In order to improve the performance of the student's, college organizes remedial class for the weaker students, special coaching classes for the average students and special guidance for the advance learners.**
- **College organizes field studies, industrial visits, project, seminar, coaching classes for civil services, etc.**
- **Social awareness programmes are also organized by the**

- departments and provides consultancy services.
- The achievements of learning outcomes are monitored by keeping a record of internal evaluation and university examination results of the students.
- The weaker students are given remedial coaching.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://bbacollege.lptshgsankulamreli.org/2-6_-2/

2.6.3 - Pass percentage of Students during the year

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

119

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	http://bbacollege.lptshgsankulamreli.org/2-6-3-1/

2.7 - Student Satisfaction Survey

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

http://bbacollege.lptshgsankulamreli.org/feedback-report-2021-22/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

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

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

00

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

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

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

00

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

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

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

00

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

3.3 - Extension Activities

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

- **The extension activities enhance social commitment together with personal, civic and academic learning of the**

students.

- The NSS and sport activities inculcate the values of brotherhood, national integrity, and development of leadership and spirit of team work among the students.
- The students are engaged in the community development programmes through the following activities:
- Field work and social activities through NSS camp in the villages.
- NSS students participate in tree plantation programme, cleanliness campaign etc.
- Rallies and programmes are carried out for awareness of AIDS, tobacco, traffic, environment etc.
- Faculty members promote the students to participate in extension activities through organizing various programmes, events and competition in the college.
- The college offers extension programmes in addition to those supported by the university. The following activities are carried out which promote citizenship role.
- The college motivates the students all the way to be a good citizen. The institution encourages the students and faculty members to participate in the extension activities.The college motivates the students all the way to be a good citizen. The institution encourages the students and faculty members to participate in the extension activities.
- The students are awarded by certificates or medals for such activities NSS camps are organized in rural areas to develop different values like brotherhood, equality and national integration.
- Literacy campaign is done during NSS camp.
- Tree plantation programmes are arranged.
- The messages of women empowerment, global warming, and female feticide are spread through rallies.

File Description	Documents
Paste link for additional information	http://bbacollege.lptshgsankulamreli.org/nss-ncc/
Upload any additional information	No File Uploaded

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

3.3.2.1 - Total number of awards and recognition received for extension activities from

Government/ government recognized bodies during the year

00

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

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

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

1

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

1

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

02

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

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

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- **The college has adequate infrastructural facilities as a catalyst for ensuring academic excellence.**
- **The large campus having buildings, play ground, Computer laboratories, library is an example of need fulfillment.**
- **Organic nature of the campus helps the students to concentrate on their study.**
- **The Arya Samaj Hall having measurement of 14000 Sqft. which is used as seminar hall.**
- **The Institute has built big auditorium with around 600 or more seating capacity.**
- **The college has the facilities of LCD, projectors, Elibrary labs, language labs, computer labs, internet connection in laboratories, and spacious class rooms with all kinds of facilities for effective teaching.**
- **The college has computer Labs with Hardware and software up gradation, additional instruments and equipments for sports and Music department etc.**
- **The committee including the principal places suggestions regarding additional infrastructure facility as and when needed to the management committee.**
- **The management committee also monitors every aspect constantly to plan and ensure the available infrastructure whether is in line with its academic growth and is optimally utilized.**
- **The institution has provided the precious campus and facility which helps to keep college environment healthy and productive.**
- **The students are provided full advantage of library also.**
- **The hostel facility is provided to the students in the campus. The accommodation of deposit, shopping mall, beauty parlour and stationary is also provided to them.**
- **The availability of hygienic food, purified water, warm water, laundry, first aid etc. is also there.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://bbacollege.lptshgsankulamreli.org/4_-1-1/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor,

outdoor), gymnasium, yoga centre etc.

- **The Institution believes that sport is an important factor in the development of students.**
- **The college has a separate sports room and play ground for the students.**
- **The college has Sports ground of 168014 Sq.mt. size, this is in sharing with other institutes running under same campus. The college has an enthusiastic and dynamic sports director looking for practice and participation of students in sports activities.**
- **Institute is having sports equipments of good quality, which are made available to our students throughout the course. We have trained personnel/coaches to train students through physical education. Sports coaches are assigned for particular games. Experienced coaches help to improve mental skills of students. Coaches make various strategies to improve mental game of players for respective game.**
- **Institute is having Gymnasium with Power lifting, weight Lifting, and wrestling, judo equipments, cycling machine etc. Daily schedule is prepared by sports department for athletes for physical activities. In the early morning and evening students exercise in ground under the guidance of coaches is scheduled for athletes.**
- **College arranges yoga classes for students. Yoga day is celebrated every year, in which staff and students perform yoga early morning.**
- **The college organizes the following indoor and outdoor Sports:- Power lifting, Weight lifting, Wrestling, Badminton, Kabbadi, Kho – Kho, Volley ball, Judo, Archery, Carrom, Chess, Boxing, Rope pulling, Athletics, Cross country, Softball, Netball etc.**
- **Sports equipments like volley ball, softball, basketball, hockey kit, Cricket kit etc. is available for students in sports room.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://bbacollege.lptshgsankulamreli.org/s ports-activities/

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

class, LMS, etc.

07

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

02

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://bbacollege.lptshgsankulamreli.org/s_eminar/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

5303575

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Name of the ILMS software : Library Information System(LIS)

Nature of automation (fully or partially): FULLY

Version: In house developed Software

Year of automation: 2006.

- The library has computers with internet connectivity for accessing e – journals. It subscribes journals and periodicals of national level. It has separate reading zones cater to the faculty and students.
- Through database prepared by LIS, reading material are easily made available to the readers.
- By this software, following reports can be availed: Book search, Issue/return details, Missing book report, Use list (Staff & Students), Periodical details, charge collection details, Author list, Book history, Purchase detail, Subject List etc.
- OPAC (Online public access catalogue) is provided to the students and staff members to access the library collection.
- Library timings are from 10am. to 6pm., on all Working days.
- Library is having total 50 students seating space at a time.
- Content Management system for E LEARNING, audio and video CDs and DVDs are provided.
- E-Library facilities like DELNET and NDL is available.
- Printing, downloading facility is made available to the users as per need.
- The library staff is always ready to assist the students and staff in searching books and provide information about recently added books. The library staff helps to download the reference materials.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	http://bbacollege.lptshgsankulamreli.org/ 4 -2-1/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above

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

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

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

181280

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

11

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

4.3 - IT Infrastructure

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

- **The college provides central computing facility for the staff and students at computer lab on all working days.**
- **Number of computers with actual configuration: 90.**
- **Office computers are in LAN except laboratories Wi-Fi facility: Not available**

- **Internet Facility: 10 Mbps speed broadband available in Computer Labs.**
- **CPUs in Computer labs are updated with latest i5 4th Gen 2.80 GHz Processor and DDR III 4 RAMs and 500GB Hard disks.**
- **As well some CPUs in Computer labs are updated with latest i5 Processor 7th Gen 3 GHz and DDR IV 4x4 RAMs and 1TB Hard disks.**
- **The college provides computer and internet facility in the library.**
- **The students are allowed to use DELNET, NDL, etc. e-resource facility in the library.**
- **The college intends to upgrade IT infrastructure and associated facilities by purchasing new hardware as well as software for different departments, administrative offices, computer labs and library.**
- **The college continuously upgrades the PCs with latest configuration available in the market.**
- **The college provides LCD, projectors and OHP to the faculties for better teaching and learning.**
- **The faculty members guide the students about how to operate computers, internet, printer, scanner etc.**
- **The computer technicians are always available for any need based assistance Campus monitoring is done under CCTV surveillance**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://bbacollege.lptshgsankulamreli.org/c omputer-lab/

4.3.2 - Number of Computers

90

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

4.3.3 - Bandwidth of internet connection in the Institution	**E. < 5MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

4.4 - Maintenance of Campus Infrastructure

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

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

5303575

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

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

- **For the optimal use of the infrastructure, the institute has made advance planning.**
- **The infra structure of the institute consist of building, playground, seminar hall, language lab, computer lab, auditorium, plaza square, gardens, parking etc. The responsibility for maintenance of above all section has been imposed upon the concerned head of departments who are called coordinators or supervisors.**
- **Such officers are used to take surprise visit twice or more in a day to check whether maintenance is being done properly or not.**
- **For the maintenance and repair of infrastructure facilities, the following departments are active in the institution:**
- **Carpenter Department, Security Department, Electrical**

- Department, Color work department, Gardening Department, Plumbing Department, computer department etc.
- For the maintenance of infrastructure facility, above department has ample staff which carries out responsibilities.
- The principal of respective colleges maintains register of maintenance in which complaints are to be noted. This register is to be forwarded to respective maintenance department through supervisors.
- Maintenance department further resolves the complaint and make a register entry for completion.
- The office of sports is responsible for the maintenance of implements of sports and play ground. The building is being maintained through plaza director.
- Annual and day to day maintenance and repairing of the instrument is carried out by the outside vendors and paid service bases.
- The maintenance of the laboratory equipments computers and other devices are carried out regularly by maintenance department of the institute.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://bbacollege.lptshgsankulamreli.org/ 4 -4-2/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

05

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

03

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**E. none of the above**

File Description	Documents
Link to institutional website	http://bbacollege.lptshgsankulamreli.org/
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

`00`

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

`00`

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

E. None of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

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

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

5.2.2.1 - Number of outgoing student progression to higher education

11

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

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

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

00

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

5.3 - Student Participation and Activities

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

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

00

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

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

- The college has an active students' council.
- With a veiw to create awareness in respect of democracy, the institution used to organize election of the respectives of the students in a democratic way.
- The college arranges elections for Students to elect GS and JGS.
- As well the college appoints class representatives who are the toppers in their level in each stream who help in monitoring students' discipline, attendance, regular teaching work and other coordinating activities.
- The class representatives are appointed for each class and a general secretary and a junior general secretary for each stream.
- The functions of these members are to maintain discipline and healthy atmosphere of the college and to help the teachers in many ways.
- These members convey important news related to academic curriculum to their respective classes and streams.
- Log book and course completion letter is maintained by class representative. These are analyzed by these members and presented to management.
- Seminars topics are analyzed by these members and discipline is maintained during seminar work done.
- The college also appoints the students representatives to help in various activities like academic, sports, culture, NSS, NCC, WDC but they are not the members of any committee.
- The NSS students organize socially productive events and

useful programmes.

File Description	Documents
Paste link for additional information	http://bbacollege.lptshgsankulamreli.org/co-curricular-activities/
Upload any additional information	**No File Uploaded**

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

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

12

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

5.4 - Alumni Engagement

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

- **As such Institute is not having alumni association, but every year function of alumni students is arranged on 25th December. In which alumni students are asked to give their feedback of the institute in the feedback form.**
- **The priority is given to the suggestions of alumni. The suggestions are analyzed by management committee and appropriate actions are taken accordingly, which helps the institute to improve the performance quality.**
- **Alumni students are given chance to work in the institute as per requirement in respective departments.**
- **The college keeps the database of the students who have passed out from the college.**

- **The detail of staff and students like contact,address etc can also be seen in the staff and students biodata registers are maintained regularly.**
- **The G.S. and Joint G.S. of the respective year are the exofficio office bearers of this meetings.**
- **The Institute has made an alumni form online on website to get students information.**
- **Institute implements the suggestions made by alumni. It is the belief of the institution that the long life**
- **reputation & progress of the institution depends upon the students & staff.**

File Description	Documents
Paste link for additional information	http://bbacollege.lptshgsankulamreli.org/5-4-1/
Upload any additional information	**No File Uploaded**

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision & Mission Statements Of Institute: Vision:-

- **To create and develop the facilities and environment required for higher education that will provide gainful employment and instill a sense of social commitment, with a focus on the rural youth, to enable them to become responsible citizens of the nation.**

Mission:-

- **Mission of the college is to develop the students with higher knowledge, lifelong learning skills and groom them into responsible citizens; "Social transformation through**

Dynamic education" is the prime motto of the institute.

- The principal and faculty members design the quality policy and plans in the meeting with the academic director.
- The academic director also discusses the quality policy and plans in the meeting with the top management.
- The top management, the principal and the faculty member strictly follow the rules and regulations of the affiliating university while implementing the policy and plan.
- Regular meeting are conducted before the starting of each term.
- The top management, principal and faculty members always play supportive role for the better future of their students.
- To offer meaningful academic programmes by continuous update of the curriculum, pedagogy and research methodology to suit the changing needs.
- To respond the current social issues with academic acumens.
- Most of the students of our college are from rural and educationally weaker areas. They are from economically weaker sections of the society. The colleges take care of their education and provide excellent educational facilities to them.

File Description	Documents
Paste link for additional information	http://bbacollege.lptshgsankulamreli.org/6 -1-1/
Upload any additional information	No File Uploaded

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

- The administration is decentralized as the independent Director, Principal, & Supervisor in normal situation. They take free decisions regarding academic & administrative matters under the consult of the management.
- University or government officials are contacted on phone

or by letters whenever required.

- There is a perfect network of intercom telephone facilities for interacting with one another passing message to or the persons in questions.
- The Institute has effective internal co-ordination & monitoring system. The supervisors keep an eye on every academic as well as administrative activity and remains in constant touch with the principal as well as the director.
- The management representatives meet the faculty members as well nonteaching staff periodically.
- The principal with the support of the management and faculty members creates educational environment in the campus.
- Administrative powers and responsibilities are delegated to faculty members on the bases of their competence and commitment.
- The faculty members create positive and motivating environment in the campus.
- The management monitors and evaluates the policies and plans of the institution with the help of system follow up mechanism. According to the system follow up report, the academic director deals with the principal and the principal implements and monitors the decisions with the help of various coordinators.

The policy statement and action plans for fulfillment stated mission:-

The presidents and the management committee are completely involved along with the principal to formulate the policy and action plans for the development of the college.

File Description	Documents
Paste link for additional information	http://bbacollege.lptshgsankulamreli.org/6_-1-2/
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- The college has well defined perspective plan for development.
- The plan consist of different aspects for the proper

functionary of the college such as teaching and learning, research and development, academic development, infrastructure development etc.

- To implement this plan in a meaningful manner, adequate measures are taken by the college.
- The college involves the students in different social activities to impart the values among them.
- The management has established LMC including teaching and non teaching staff for smooth and effective functioning of the college.
- The institution has a formally stated quality policy.
- It is developed according to the stated vision, mission and objectives of the institution.
- LMC and other committees develop the policies as per requirements.
- All academic matters are monitored by different head of departments.
- The stated policies are reviewed periodically by the management.

Quality improvement Strategies of the institution for the following: Teaching & Learning:-

- Teaching: - The college promotes faculty members to upgrade their qualification, to attend seminars, workshops and conferences and present paper to acquire better knowledge as well as teaching skills. They are provided with all essential facilities like LCD, like LCD, projectors, audio, models, charts etc. for better teaching.
- Learning:- Attendance is made compulsory for all the students strictly according to the affiliating university norms.
- Daily tests and periodic exams are conduced to evaluate their learning capability.
- The work like projects and assignments are given to them.
- The feedbacks from students are taken for every term and analyzed for further improvement.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	http://bbacollege.lptshgsankulamreli.org/6 -2-1/
Upload any additional information	**No File Uploaded**

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.

General Structure of the organization:

President | Directors | Principal | Vice principal |

Teaching staff Non teaching staff

- **The management of the college is the policy making body.**
- **The principal is the official link between the management and the college.**
- **The plan is discussed and developed for academic and infra structural development every year.**
- **The principal and other officials monitor this plan for efficient implementation.**

File Description	Documents
Paste link for additional information	http://bbacollege.lptshgsankulamreli.org/6 -2-2/
Link to Organogram of the Institution webpage	bbacollege.lptshgsankulamreli.org
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

- **The faculty members are encouraged to attend the orientation and refresher programmes for the enrichment of subject knowledge.**
- **The college arranges faculty development programmes for teaching and non teaching staff to enhance their professional capabilities.**
- **The faculty members are encouraged to participate and arrange seminar, workshops and conferences.**
- **Faculties are awarded by choosing the best teacher among them.**
- **The faculty members are encouraged to attend the training programmes organized by the affiliating university for syllabus change etc.**
- **The college provides duty leaves to the staff members in certain circumstances.**
- **The teaching and non – teaching employees are benefited with EPF (Employees provident fund).**
- **A one day tour is organized separately for teaching and non – teaching employees in whom the expenditure is shared by the management.**
- **Uniforms are provided to teaching and non teaching staff every year.**
- **The college always encourages the faculty members to clear NET/SLET and entrance for Ph.D to upgrade their qualifications.**
- **The college invites the eminent faculties with respect and honor.**
- **Satisfactory salary grades and other remuneration are provided according to their performance.**
- **Annul and additional increment is provided to retain**

experienced and eminent faculties.

File Description	Documents
Paste link for additional information	http://bbacollege.lptshgsankulamreli.org/ 6_-3-1/
Upload any additional information	**No File Uploaded**

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

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

00

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

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

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

00

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

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

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

01

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

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

- **Performance assessments of teaching and non teaching staff are made by the various academic and administrative heads respectively and supervisors and students feedback through**

- constant monitoring & entrusting the confidential reports/ feedback to director.
- Senior teachers visits classes by time to time are also in practice and reports with remarks are submitted to the management through principal and thereafter also proper steps are taken to improve the teaching.
- The performance appraisal of teaching staff is collected at the end of every academic quarter and evaluated by the principal also.
- Feedback of teaching staff is collected from students quaterly and analysed by management, which is a main criteria for performance appraisal.
- Performance of the non-teaching staff is also evaluated by the heads of the department and the principal.
- The principal conveys both satisfactory and non satisfactory report to the management.
- Management suggests for the improvement about the performance of teaching and non teaching staff.
- Appropriate action is taken by the management by reviewing the performance appraisal reports of the employees.
- The principal communicates to the concern employee whose performance is below average or managment directly ask to the person for improvement.

File Description	Documents
Paste link for additional information	http://bbacollege.lptshgsankulamreli.org/ 6 -3-5/
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

- The college has an internal audit mechanism.
- The internal audit is carried out by chartered accountant appointed by the parent management and is approved in the Local Management Committee(LMC).
- Audit is carried out every year by appointed charted account.
- Audit report is prepared by CA and submitted to the Institute.
- This audit reports are well maintained by the Institute.

- **Institute is following transparent account policy and there were no any audit objections.**
- **Our account division make a record of each and every purchase entry by accounting software.**
- **The salary of each and every employee is deposited in their salary accounts.**
- **The labors are given their pay in the form of cheque of account payee.**
- **Every transaction is supported by vouchers and all the collections are deposited in the bank.**

File Description	Documents
Paste link for additional information	http://bbacollege.lptshgsankulamreli.org/ 6 -4-1/
Upload any additional information	**No File Uploaded**

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

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

00

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

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

- **The college has a transparent system of accounting.**
- **Reserve and endowment fund is maintained for particular college regularly by account office of the institute.**
- **The revenue and income come by the voluntary donations and assistances provided by the institutions, members of the trust and other well-wishing citizens of India and Abroad, is used for development of the institute.**

- **Various committees are active in the institution, who takes note regarding maintenance of equipments. And accordingly requirement is evaluated.**
- **Requisition in respect of requirements of equipments, computer labs accessories, college building etc. are being purchased by bills only and entry register is maintained accordingly.**
- **As per the necessity of the materials, the director gives sanction on the spot.**
- **The institute has purchase officer. If the material is of high value, the Institution has adopted method of inviting quotations and thereafter purchase officer find out the lower value quote and approves through the management.**
- **The Institute has adopted system to purchase required material through bills respective of values.**
- **No any specific amount has been allocated in the budget but the amount is provided throughout the financial year whenever required.**
- **Also the principal is free to place any budgetary requirements during the whole financial year at any time before the LMC.**
- **The utilization of budgetary fund is monitored by the LMC.**
- **The salary of each and every employee is deposited in their salary accounts.**

File Description	Documents
Paste link for additional information	http://bbacollege.lptshgsankulamreli.org/6 -4-3/
Upload any additional information	**No File Uploaded**

6.5 - Internal Quality Assurance System

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

The institute has recently established an internal quality assurance (IQAC) cell. IQAC is formulated to make SSR process easy. The IQAC has been established in the Year 2017

Chairperson: Mr. Hardik B. Malkan

IQAC Co-Ordinator: Ms. Goti Dipali

Management Representative: Mr. Mansukhbhai Dhanani

Faculty Members: , Ms Shah Mansi, Mr. Gagera Sandip

Still Other Committee members are decided to finalize.

- **Quality is assured by full time planning, reviewing, implementing and improving the performance as per the guidelines of Parent University.**
- **Our Management of the college is keen to sustain the academic and administrative quality**

File Description	Documents
Paste link for additional information	http://bbacollege.lptshgsankulamreli.org/action-teken-report-2021-22/
Upload any additional information	**No File Uploaded**

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

The institute has recently established an internal quality assurance cell. IQAC is currently focusing to prepare institute for accreditation and assessment. Institutional mechanisms are in place to continuously review the teaching learning process. It's structure, methodology of operations and outcomes is as followed: Structures:-

- **The college has generated mechanism for checking the teaching – learning process.**
- **It involves direct interaction with students and feedback.**

Methodology of operation is:-

- **Teaching plans**
- **Review of percentage of syllabus completion is taken**
- **Checking of Syllabus completion**
- **Internal assessment is conducted**
- **endance of students is regularly checked.**

Outcome:-

- **Improved quality and progress is reflected in result and**
- **internal marks.**
- **The college communicates its quality assurance policies,**

- mechanisms and outcomes to its stakeholders by the
- following means:
- Institution prospectus
- News papers
- Notice board
- Press release
- College website
- Staff meeting, parents meeting & students meeting.

File Description	Documents
Paste link for additional information	http://bbacollege.lptshgsankulamreli.org/6 -5-2/
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://bbacollege.lptshgsankulamreli.org/action-teken-report-2021-22/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- The Institute is providing education to girl students only. So, no such gender equity promotional programs organized.
- The Institute has been established by a particular community of Gujarat but the admission to the students of all the communality has been given, But to create awareness regarding gender equity and provide guidance, the institution has constituted Women Development Cell (WDC)
- Various speeches are organized related to gender equality, gender sensibility, legal awareness, health awareness, self defence, disaster management etc through the WDC.
- The college tries to supplement the curriculum with the topics like environmental education, awareness about the Indian constitute, gender equality, awareness about human rights and duties.
- The college encourages the students to participate in sports, NSS, NCC and other competition also. Our students achieved many medals in sports activity at district and state level.
- The college provides fist aid facility for the staff and students for health related minor events.
- At present the Institution has not started education related to gender equity but the institution is thinking to start such education in future.

File Description	Documents
Annual gender sensitization action plan	http://bbacollege.lptshgsankulamreli.org/7_-1-1/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://bbacollege.lptshgsankulamreli.org/classroom/

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

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

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

Solid Waste Management:

- **Waste bins are placed at every department which generates waste.**
- **Every year, we store dead stock scrap materials and papers to recycle at the end and dispose off.**
- **Labours are appointed to collect waste from different bins and disposal of this waste is transported to the regional disposal place provided by municipality.**
- **Plastic waste is eliminated by natural method.**
- **Paper waste is collected from different department and transported to a paper stock dealer for recycling.**

Liquid waste management:

- **Acids, alkalis and other chemicals are drained with plenty of water so that they get diluted and can't cause harm in the laboratory for science department present in the campus.**
- **Under ground pipe lines are well planed to manage liquid waste of the college buildings as well hostel buildings.**
- **E-Waste Management:**
- **Reuse of most of the electronic equipments and other materials whenever possible.**
- **After the end of lifetime, computers and their accessories are sold as scrap to local vendors in a proper way.**
- **E – Waste is dumped in the college campus in proper way.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	http://bbacollege.lptshgsankulamreli.org/maintenance-services/
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**D. Any 1 of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**E. None of the above**

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	E. None of the above

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

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

VTU is undertaking various initiatives in the form of celebration of days of Eminent personalities National Festivals, NSS,YRC and other such activities to provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment ,These functions help in developing tolerance harmony towards culture ,region and linguistics and also communal social economics and other diversities. The subject Constitution of India and professional ethics is made mandatory to all BBA students across disciplines. Convocation ceremony is conducted every year, where the convocation address is delivered to inspire and motivate the students for future journey. Two important national festivals, Republic Day and Independent Day are celebrated every year in University Head Quarters and It's Four Regional centre .All teaching , non teaching staff and students participate for the cause of nation. The inspiring speeches are conducted.

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

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

India, as a country, includes individuals with different backgrounds viz., cultural, social, economic, linguistic, and ethnic diversities governed and guided by the Constitution irrespective of caste, religion, race sex. Fairfield Institute of Management & Technology sensitizes the students and the employees of the institution to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enables them to conduct as a responsible citizen. To equip students with the knowledge, skill, and values that are necessary for sustaining one's balance between a livelihood and life by providing an effective, supportive, safe, accessible, and affordable learning environment. These elements are inculcated in the value system of the college community. The

students are inspired by participating in various programs on culture, traditions, values, duties, and responsibilities by inviting prominent people. The institute conducted awareness programs on the ban on plastics, cleanliness, Swachh Bharat, etc. involving students. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. The affiliating University curriculum is framed with mandatory courses like Professional ethics and human values, Constitution of India, Essence of Indian Traditional Knowledge, as a small step to inculcate constitutional obligations among the students. Major Initiative during last five years.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	E. None of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

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

- **The institute organizes functions to celebrate national days like 15th of August, 26th January etc. In which students of NCC cadets perform parade as well Sports drilling is organized. Students perform yoga, gymnastic etc in drilling program.**
- **The college organizes cultural and music functions to celebrate national festivals.**
- **Martyrs' Day is celebrated. Two-minute silence is performed on Shahid/ martyrs' Day.**
- **The institution organizes talk and guest lecturers for inculcating the moral of celebrating perticular days among the students.**
- **Constitution Day/ National Law Day is Celebrated every year.**
- **The college celebrates teacher's day. On the Teacher's Day, the students take classes as if they are teacher and under the marking scheme concerned class rankers gives them numbers based on their performance and certificates are also being given to the students as to inspire them to think in respect of education.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Best practice-I

Artificial Ground-water Recharging:-

- **Goal: Though the areas where the colleges are situated get good supply of rain, the water storage capacity of the soil is very low. The practice therefore should aim to**

build up groundwater resources and to reduce surface run off.

- Context: Most of the colleges are located in a geographical area where the soil is hard and rocky. This often leads to surface run off of rain water resulting in low groundwater resources so that soon after the rainy season the soil becomes rather dry. Since the institution gives utmost importance to protect its greenery, so it is imperative to build up water table resources.

- The Practice: Simple form of groundwater recharge practice which can help to store water naturally in earth can be adopted. For this rain pits are dug in the college campus. These pits are then back filled with gravel and coarse sand. The root rain water is collected and collected in these pits.

- Evidence of Success: The outcome of the practice can be very heartening as most of the saplings that will be planted can be vigorously survive the offensive heat of summer. The benefit shared by the local: their wells will not dry up and sufficient underground water can prevent green depletion of the area. This can provide the NSS students and staff much encouragement as a lot of requests for continuing the practice can come up from the local people.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Institute has the vision as follow:

- To create and develop the facilities and environment

required for higher education that will provide gainful employment and instill a sense of social commitment, with a focus on the rural youth, to enable them to become responsible citizens of the nation.

The college priority to translate vision in to activities like:-

- Providing quality education to the students of rural and educationally weaker sections of the society.
- Formation of various cells and committees for the academic growth of the students.
- To create vibrant atmosphere in the college for the all over development of students.
- The college has supportive administration and ideal infrastructure.
- The faculty members motivate the students for their academic excellence.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Curriculum: To develop center of excellence Improvement in teaching learning program curriculum processes Academic: Higher performance and results in competitive examination Higher placement Research: To start research activities/centre. To motivate staff and students for PhD. programs and research