



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	M.M.CHAUDHARI ARTS COLLEGE, RAJENDRANAGAR
Name of the head of the Institution	Dr. P.V.Chaudhari
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	09376637227
Mobile no.	9427677331
Registered Email	mmcac96@gmail.com
Alternate Email	pvcyoga66@gmail.com
Address	AT&PO : Rajendranagar, TA: Himmatnagar
City/Town	Rajendranagar
State/UT	Gujarat
Pincode	383276

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Prof. Pranav N. Bhatt
Phone no/Alternate Phone no.	09316038090
Mobile no.	9316038090
Registered Email	pnbhmt43@gmail.com
Alternate Email	pvcyoga66@gmail.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.mmccacr.com/">http://www.mmccacr.com/</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="http://www.mmccacr.com/pdf/Academic_Calendar_2018_19.pdf">http://www.mmccacr.com/pdf/Academic_Calendar_2018_19.pdf</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.87	2011	08-Jan-2011	07-Jan-2016

<b>6. Date of Establishment of IQAC</b>	10-Jan-2017
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**7. Internal Quality Assurance System**

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular Meeting of IQAC	20-Jun-2018 2	17

Regular Meeting of IQAC	31-Jan-2019 2	16
Regular Meeting of IQAC	15-Mar-2019 2	16
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
M.M.Chaudhari Arts College, Rajendranagar	Udisha	Higher Education Department	2018 2018	20000
M.M.Chaudhari Arts College, Rajendranagar	Placement Grant	Higher Education Department	2018 2018	50000
M.M.Chaudhari Arts College, Rajendranagar	salary Grant	Higher Education Department	2018 2018	31285474
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

- To aware the teachers with the values of accreditation and the new method of NAAC accreditation.
- Making arrangement for sending important messages to all the stakeholders of the college regularly.
- Strict implementation of academic calendar.
- Encourage Faculty Members to participate in Seminars.
- Intimation of yearly schedule of the college to the teaching, nonteaching and students.

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

Plan of Action	Achivements/Outcomes
To aware the teachers with the values of accreditation and the new method of NAAC accreditation.	Teachers are well aware with the values of accreditation and new methods of NAAC accreditation.
Making arrangement for sending important messages to all the stakeholders of the college regularly.	Important messages are sent to the stakeholders by SMS/WhatsApp and e-mails regularly.
Strict implementation of academic calendar	Academic calendar of university is implemented through out the year
Encourage Faculty Members to participate in Seminars	faculty members participated in various seminars of different levels
Intimation of yearly schedule of the college to the teaching, non-teaching and students.	Intimation of yearly schedule of the college to the teaching, non-teaching and students of the college at the beginning of the year through distribution of academic calendar.
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**14. Whether AQAR was placed before statutory body ?**

No

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2018

Date of Submission

14-Feb-2018

**17. Does the Institution have Management Information System ?**

No

**Part B**

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

M.M.Chaudhari Arts College, Rajendranagar is affiliated to the Hemchandracharya

North Gujarat University, Patan it follows the university designed curriculum.

- The college operates at UG/PG level keeping in mind goals and objectives that is to make the students employable through holistic education and skill development. Accordingly, this institution has created and maintained an inspiring atmosphere in the campus to support the effective delivery of all components of the curriculum like teaching, learning, assessment and resource in its core function of teaching at the class room level.
- The University prepares an academic calendar that specifies the duration of the semester, the date of commencement and end of semesters and examinations. All UG and PG courses offered by the college have semester system.
- In the beginning of the academic year, an action plan is prepared by the IQAC, Separate time tables for Arts programme is prepared. In tune with the changes of syllabi made by the university, the college procures required number of books and research journals in the library.
- Most of the departments have their own computers with internet connectivity.
- The teachers are preparing Power point presentation to use the ICT in classes. The use of ICT, well equipped laboratory facilitates etc. are made available to the students to improve their performance.
- Starting of Academic year every department arrange Departmental meeting regarding the distribution of Syllabus to all faculty members. They prepare Annual teaching plan as per the academic calendar.
- Teaching is done according to paper wise curriculum. If there are constraints to complete the curriculum, extra classes are conducted.
- At the end of each academic session, the students appear for the semester examination and Continuous Assessment.
- Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as- ? Chalk and Blackboard method ? ICT-enabled teaching-learning method. ? Distribution of class notes by teachers. ? Need based survey programmes, field works and educational excursions are carried by the departments. ? Regular class test, Mid-term examinations / Mid semester examinations, regular assessment are done to keep track on the improvement of the students. ? Departments maintain the detailed record of the classes, assessments, etc. ? College administration also keeps a vigilant eye on the results, departmental proceedings and student needs and also keeps record of the different activities of the college regarding teaching learning. Moreover this with co-ordination to other colleges every department selected specific optional papers and guide the students why to choose that particular papers as their option. Teachers are also vigilant about the future need of the students and make the students ready for future challenges. Along with prescribed syllabus the teachers prepared the students mentally for upcoming competitive examinations. Every department follows strictly the ordinance of university for implementation of each and every curriculum activities. In order to achieve the realization of the aims and mission of effective curriculum delivery, all the teachers in general are sent .

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	0	0

#### 1.2 – Academic Flexibility

##### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English, Hindi, Gujarati, Sanskrit, History	13/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Indian Constitution	13/06/2018	293
Disaster Management	13/06/2018	340
Human Rights	13/06/2018	209
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	Nil	0
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### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Nil

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English, Gujarati, Hindi, Sanskrit, History	910	624	624

MA	Gujarati, English, Sanskrit, History	320	85	85
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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	624	85	5	Nil	12

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
17	17	86	0	0	0

[View File of ICT Tools and resources](#)

No file uploaded.

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes, a student's mentoring system is available in the institution. It strengthens the academic relation of students and teachers. Under the Mentor system, the full-time teachers of the college have been engaged as mentors of the students allocated to them. Mentors are appointed as per student - teacher ratio of their particular subject. They counsel the respective students to solve the problems come across during their course of study. This is a continuous process till the end of the last semester. During the last semester of study the students are advised for higher studies along with the proper career guidance. The role of the mentor is to provide guidance, encouragement and support while the role of the mentee is to ask for help when needed. Faculty members give additional time to academically weak students by engaging in remedial classes, providing previous years question papers to solve, question banks with solutions, conducting tests quizzes, etc. The faculty motivates and boosts students' confidence by conducting various co-curricular activities also. When students encounter any learning difficulty then they are guided or mentored by respective faculty regular lectures. In short, a teacher behaves, counsels, and mentoring the students as a friend, philosopher, and guide that allow the students to contact the teacher freely friendly, and confidently. Students are suggested to refer old question papers put on the website. They are also encouraged to visit library, participate in various add on programmes and co-curricular activities. Students are motivated to participate in various games related to physical fitness. The mentor and the principal encourages them to take part in the Saptadhara an initiative of KCG. College induction programme for the new comers in the first month of academic year is organized where the principal orients students about the vision, mission and the objectives of the college. The HOD of all subjects give detailed information about the importance of their subjects in the present scenario. The Saptadhara coordinator gives information about various activities done under seven dharas like Gyan Dhara, Kala Kaushalya Dhara, Samudayik Sevadhara and so on. Students are given information about library book issue process, Book bank and of sole software. NSS and NCC officers give relevant information about their national activities and encourage students to join either of two. The principal also encourages the students to attend seminars workshops based on research related activities. Students are encouraged to participate in skilled based as well as job oriented add on courses like Personality Development, Computer skill, communication skill etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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1173

17

1:69

**2.4 – Teacher Profile and Quality****2.4.1 – Number of full time teachers appointed during the year**

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
17	17	0	0	8

**2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )**

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. ShahinJahan A.Malik	Associate Professor	Ph.D. Pacific University
2019	Dr.P.V.Chaudhari	Principal	Red Cross Society
<a href="#">View File</a>			

**2.5 – Evaluation Process and Reforms****2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year**

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	2	09/04/2019	25/06/2019
BA	BA	4	22/03/2019	20/05/2019
BA	BA	6	23/03/2019	22/05/2019
No file uploaded.				

**2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)**

The college has introduced continuous internal evaluation systems along with traditional evaluation methods in examinations. Every year weekly test is conducted for students. Assignment, Book Review and presentation are compulsory as a part of internal evaluation. The Principal and heads of the departments are in regular touch with the grievances of students. They have their own mechanism to collect information either directly or indirectly or confidentially. We have a separate suggestion box which is attended to frequently by the principal. Students openly express their opinions.. This is an informal way of continuous internal evaluation. CC cameras are effectively used to monitor the activities of the staff and the students. Basic amenities related issues are subject to continuous internal evaluation. Complaints received directly from the students will be sent to concerned authorities for the redressed of their grievances. A feedback format fixed by IQAC is distributed to the students, which covers all the information regarding the performance of a teacher. The data so collected is evaluated, analysed by the committee. Corrective measures are taken. Concerned teachers are personally contacted and informed confidentially about the result of internal evaluation. Liberties are given to the students to contact the HODs and the principal at any time. Our cultural activities and competitions held in our college help us to assess their talent. Evaluation of their various talents and they are honoured in annual function by giving them prizes and certificates.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Our College is affiliated to Hemchandracharya North Gujarat University, Patan and the University prepares the academic calendar every year. At the beginning of the academic year our College prepares its own academic calendar accordance with University Academic Calendar. The academic activities and schedule of examinations is generally worked out according to the academic calendar provided by the University. The Academic Calendar contains the most important dates to guide the teachers and students. Our academic calendars provide important information about teaching dates, examination dates, extra co-curricular activities, and semester based and annually based examinations. Before the commencement of every semester, the respective department prepares a detailed study plan of assignments, presentation, and submissions. Finally, this is distributed to the departmental teachers and the students and also made available on the college Website. The effectiveness of the process is maintained through effective monitoring by the IQAC coordinator and Principal. The Principal observes to it that all departments follow the academic calendar strictly.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.mmccacr.com/pdf/Outcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA sem -6	BA	BA	253	226	89.32
Ma sem-4	MA	MA	109	109	100

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[http://www.mmccacr.com/pdf/Student\\_satisfaction\\_Survey\\_analyses.pdf](http://www.mmccacr.com/pdf/Student_satisfaction_Survey_analyses.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	0	0

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### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
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NIL	Nil	
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### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NA
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### 3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nl	Nil	Nil	NIL	NA	Nil
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## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Gujarati	2	Nil
<a href="#">View File</a>			

### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Gujarati	1
<a href="#">View File</a>	

### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	0	0	0
No file uploaded.						

### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	0	0	0

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	2	0	0
Presented papers	2	34	6	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
THALASSE	RED CROSS AHMEDABAD	4	350
TREE PLANTATION	NSS UNIT OF M.M.CHAUDHARI ARTS COLLEGE, RAJENDRANAGAR	15	25
SWACHHBHARAT ABHIYAN	NSS UNIT OF M.M.CHAUDHARI ARTS COLLEGE, RAJENDRANAGAR	3	20

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	0	Nil	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	M.M.Chaudhari Arts College, Rajendranagar	Swachhta Abhiyan	4	20
NSS	M.M.Chaudhari Arts College, Rajendranagar	World Yoga Day	17	50
NSS	M.M.Chaudhari Arts College, Rajendranagar	International day against Drug abuse and Trafficking	4	50
Van Mahotsav	Range Forest	Tree	8	30

	Office, Raigadh	Plantation		
NSS	Initiative by Govt. of India	Swachhta Pakhvadiyu	4	20
NSS	M.M.Chaudhari Arts College,Ra jendranagar	Teachers Day	3	50
Department of History	M.M.Chaudhari Arts College,Ra jendranaga	Education Tour	3	56
NSS	M.M.Chaudhari Arts College,Ra jendranaga	NSS Camp	2	50
<a href="#">View File</a>				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	0
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1100000	1021253

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Nil	Existing

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#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2009

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8498	673801	60	6880	8558	680681
Reference Books	6011	992507	74	46939	6085	1039446
e-Books	199500	0	0	0	199500	0
Journals	33	10400	33	9588	66	19988
e-Journals	6000	5725	0	0	6000	5725
CD & Video	238	11846	0	0	238	11846
Library Automation	1	15000	0	0	1	15000
Others (specify)	430	4300	36	360	466	4660

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	54	2	2	0	0	4	0	3	0
Added	0	0	0	0	0	0	0	0	0
Total	54	2	2	0	0	4	0	3	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

3 MBPS/ GBPS

#### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	<a href="#">NA</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5.3	464934	6	502730

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has made adequate arrangements for the maintenance and upkeep of the college infrastructure. The custodians of the equipment frequently examine them for timely maintenance and repairs to ensure performance and accuracy. We have a committee to ensure optimum allocation and utilization of the available finance. It functions in following manner. The institution collects the suggestions and complaints from the students and staff members. The committee classifies it on the basis of requirements and then it is forwarded to the head of the institution. Senior students in the classes take care of preserving facilities in the college intact. Though college does not have a duly appointed System Administrator to oversee the maintenance of the Computer Systems, there are two people from Nonteaching staff and two from teaching staff who oversee the maintenance of computers in the college. In case of any repairs beyond the capacity of the local staff, the college has made a contract to external agency namely Sun InfoTech who looks after the maintenance of computer systems in the college. All Sports amenities are under the in charge of the Director of Physical Education. A room is kept aside for keeping Sports utilities. The management has employed a peon on its own for the upkeep of the ground, courts and sports equipments. The maintenance of the Courts and ground is done on time. Time is allotted to students for using sports facilities. Common facilities like Ground, seminar hall and running track are provided to the public and to the neighbouring institutions on prior request. Students can avail Language Lab facilities on rotation basis. The students are allowed under the supervision of Coordinator of SCOPE only. Seminar Hall is used to organize small functions like various competitions at college level, Seminar, Conference, workshop, university shibir, BISAG lecture, meetings of Alumni or Parents' Association etc. Library facilities are open to the students of not only our college but also students and researchers of other institutes and even general reading public. Maintenance and utilization of library resources are done through strictly following the library rules. A register is maintained to keep the record of all the visitors. The maximum period of loan for books is 14 days. No person shall tear out, write upon or make any mark in any book or article belonging to the library. Book bank for the students is also maintained by the librarian. A book, if damaged or lost by a member, he/she shall pay the cost of the book as compensation. Two beautiful gardens are maintained by the appointed gardener. Expenses about wormy compost, machine for grass cutting, pipe, drip irrigation etc. are paid by the institute. From time to time, special experts are called on phone when it is necessary. Allocate appropriate financial aid to the requirement. Invite tenders from different agencies. Compare it and the select tender on the basis of lowest cost qualitative work.

**CRITERION V – STUDENT SUPPORT AND PROGRESSION**

**5.1 – Student Support**

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Career Counselling Programme	23/08/2018	90	Nil
Finishing School Training Programme by KCG	21/01/2019	35	Nil
Positive Attitude and Competitive Exam guidance programme	04/02/2019	50	Nil
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	Nil	0	0	0	0
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

**5.2 – Student Progression**

5.2.1 – Details of campus placement during the year

On campus	Off campus
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Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0
No file uploaded.					

#### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nil	16	M.A	Sanskrit, English, Gujarati, History	Various	M.Ed. B.Ed.L.L.B Etc.
2018	63	B.A	Sanskrit, English, Gujarati, History	Various	M.A. L.L.B .MSW.B.Ed. Etc.
<a href="#">View File</a>					

#### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
No file uploaded.	

#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Celebration of World Yoga Day	College	50
Celebration of Sanskrit Day	College	10
Van Mahotsav	College	50
Celebration of Swachhata Pakhvadiyu	College	20
Inter College Kho-Kho tournament	Inter College	12
Celebration of Teachers Day	College	35
Celebration of Hindi Divas	College	30
Education Tour	College	57
No file uploaded.		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for	Number of awards for	Student ID number	Name of the student
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			Sports	Cultural		
Nil	Nil	Nil	Nil	Nil	NA	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Yes, the college is having a Student Council Student representatives along with the GS and LR, take decisions about arrangement of various functions and conduct the programme by themselves. Necessary guidance and support are provided by the faculty. The student representatives in various college committees for academic, co curricular and extension activities play a vital role in the coordination and cooperation in organizing these college activities. The Council plays a major role in arranging orientation of new comers, Teachers' Day, Sports day, celebration of National festivals, Farewell Function and Annual Day Function, Study Tours, Navaratri and Celebrations etc. Necessary fund required for the functions / programmes is provided by the college. Students participate actively and discuss about their problems and requirements of the educational, infrastructural and other facilities / problems / issues. The council is also asked to give suitable time for internal examination. The library advisory committee's major role is to upgrade the library facilities and to increase the utilization of library. The Committee always welcomes the suggestions from students. The committee conducts various activities like Books Exhibitions on certain days. The Cultural committee organizes various cultural programmes like college Annual Function, cultural programmes, preparing students for participation in various competitions at University Youth festival. NSS Committee organizes all kind of social activities. NSS arranges annual NSS camp once in a year and adopts a village. At village, students actively organize public awareness programmes such as village cleanliness, Awareness rally on social issues, lectures on women empowerment, planning of Thalessemia test, Tree Plantation and environment, Celebration of Gandhi Jayanti, AIDS awareness programme, ban on female foeticide, child education, voting awareness, animal treatment camps, medical camp, street plays and cultural programmes for social awareness etc. Socioeconomic survey of the village every year. Unnat Bharat is also active campaign under NSS. Five villages of Sabarkantha are adopted under it. Udisha committee plays an important role in organizing various expert lectures and extra coaching as well as seminars. The Discipline committee is also active in maintaining discipline. Cleanliness committee plays a significant role in the campus premises, to make campus neat, clean and dust free. Saptdhara committee is the heart of the college. Various activities are done under seven dharas with the help of students representatives. Under Khel kud dhara, indoor and outdoor games are organized. Natya dhara and Rang kala kaushaly dhara encourage students.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Right from the President of the Management Committee to the staff and students, all the stakeholders have a role to play in the building of the college. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college. College practices decentralization and participative management by constituting Institution level committees and assigning work to different committee members. Each committee is headed by a coordinator and few members under the leadership of the Principal. The official letter is issued along with the guidelines defining the roles and responsibilities of the committees. Teachers Association and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services. Following are the different committees which have been nominated. 1. IQAC 2. Admission Committee 3. Time-Table Committee 4. Library Committee 5. Cultural Committee 6. Sports Committee 7. Examination Committee 8. Prayer Committee 9. Press information committee 10. Udisha Club (Counseling, Career Guidance and Placement Unit) 11. Discipline Committee 12. Tour management committee 13. Saptdhara 14. Women Development Committee 15. NSS 16. NCC 17. Internal Exam. Committee 18. University Exam. Committee Following committees are constituted accordance to government guidelines: 19. Campus development committee • 20. Website committee • 21. Anti Ragging Committee 22. 2f and 12 b committee • 23. DELL and SCOPE committee. 24. Cleanliness Committee 25. C.C.E committee 25. ICT Committee etc. Suggestions of non-teaching staff are considered while framing policies or taking important decisions.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Industry Interaction / Collaboration	College maintains regular interaction with a number of Industries like -Cosmos Man Power Pvt. Ltd. These industrial organizations participate in the Campus every year.
Library, ICT and Physical Infrastructure / Instrumentation	The library has a good collection of books, journals (National/International), audiovisuals, CDs, newsletters, etc. It aims to serve the needs of Faculty, Research Scholars, Students and other members of the centre by providing an excellent collection of literature. The centre has nearly a collection of 11,929

	resources not only covering books but also references, Encyclopedia, CDs, DVDs, and others.
Examination and Evaluation	We follow the academic calendar of our university. However, at the institutional level the institute conducts Preliminary Examination, Retest, assignments, Guides the students to attempt answers correctly and accurately, evaluation of received answer sheets, apply for revaluation and challenge evaluation.
Teaching and Learning	The IQAC, prepares Academic Calendar in line with the University Academic Calendar. Each department goes through the prepared time-table. Assignments, seminars, Group discussion presentation quiz etc are mentioned in the timetable. For the effective implementation of curriculum, the teacher works out an effective plan to make it interesting collaborative and effective. The use of ICT is always expected from the teachers. The students have to go through assignments, seminars, presentations, debates, quizzes and viva voce for their constant evaluation. The teaching and learning process is expected to be a satisfying one through every possible way.
Admission of Students	The college has to follow rules and regulations of the HNG University, Patan and State Government for admissions. Admission committee of the college follows the rules. We open admissions by distributing forms, having collected them a list is prepared for every category of the students. A time frame is given to students for taking of admission and paying fees, failing which the right of admission gets cancelled. The whole process is computerized. For fees collection, the receipts are generated and student can pay fees at college fee counter.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Finance and Accounts	All the Accounts of the college are maintained in Tally software. The whole process of maintaining the accounts is fully computerized. Internal and external audits are made mandatory. Use of PFMS for governments' transactions is done effectively.

<p align="center"><b>Student Admission and Support</b></p>	<p>The whole process of Admissions from making, data entry of all the forms received, and distribution of seats according to reservation is fully computerized. For fees collection, student can pay fees at fee counter at the college campus itself. Most information regarding programmes and examinations is circulated through the use of social media groups created by mentors. Students can receive any information regarding admission to exam and syllabus to result through the college website also.</p>
<p align="center"><b>Examination</b></p>	<p>Enrollment of students for University Examination is fully software based and online, Results are also displayed on the college website through a link to University Website. For Internal exams, the questions papers are set through computers and college results are also prepared through Microsoft Office.</p>

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	Nil	Nil	Nil	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	Nil	Nil	Nill	Nill	Nill	Nill
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
International Faculty Development Programmes	4	07/02/2018	08/02/2018	3

Faculty Development Programmes	1	16/04/2018	21/04/2018	6
Faculty Development Programmes	1	07/02/2018	09/02/2018	3
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
16	16	12	12

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	0	0

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The accountant maintains account which are monitored by authorities. There is a mechanism of checking, rechecking and crosschecking of accounts by the authorities. Besides, an arrangement is made by the management for internal audit at least two times a year by C.A. In the case of spending of UGC grant, there is IQAC, Finance Committee and Library Committee take a decision. In addition to this, the accountant writes the college account day by day regularly. The rupees over Rs.5000/ is paid through cheque, Public Finance Management System, D.D., RTGS and other digital devices. At the end of every financial year, the written account is forwarded to internal auditor appointed by the governing body. If there is any query found in the written accounts, it is given back to the administrative office. After improving the quarry it is again sent to the internal auditor for finalization. The whole process is transparent. Finally, the account is sent to our concerned chartered accountant. After verifying all the bills and vouchers, C.A. has issued certificate with stamps. Besides C.A. audit, State Government A.G. audit as per state government rules and regulations is done properly.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

0
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**6.5 – Internal Quality Assurance System**

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil

Administrative	No	Nil	No	Nil
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1.To provide valuable suggestions for the development of the college. 2.To point out the weaknesses of the college and suggestions. 3.To communicate views which students can not express and feel shy to communicate directly to the teachers about the college and department.

6.5.3 – Development programmes for support staff (at least three)

Nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1.CCTV Camera in Campus for security 4. Free WiFi to students and staff. 2. More focus on Extension activities.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Nil	Nil	Nil	Nil	0
No file uploaded.					

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nil	Nil	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Celebration of Tree plantation day. We try to implant more and more trees in the campus every year

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nil	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages	Number of initiatives taken to engage with and	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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	and disadvantages	contribute to local community					
2018	1	1	15/06/2018	1	Cleanliness Programme	Swachh Bharat	20
2018	1	1	21/06/2018	1	World Yoga day	World Yoga day	50
2018	1	1	26/06/2018	1	International Day against Drug Abuse and Illicit trafficking	International Day against Drug Abuse and Illicit trafficking	45
2018	1	1	08/08/2018	1	Van mahotsav	Environment	30
2018	1	1	14/09/2018	1	Hindi Divas	National	30
2018	1	1	24/08/2018	1	Educational Tournal	Historical awareness	57
No file uploaded.							

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Nil

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Van Mahotsav	08/08/2018	08/08/2018	30
Cleanliness Programme	15/06/2018	15/06/2018	20
No file uploaded.			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Tree plantation, Garden, Green camps etc.
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### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**Best Practice:** To motivate the students coming from rural areas with low economic background. 1. • Objectives of the Practice To motivate the students coming from rural areas with low economic background. To save them from discontinuation of their studies owing to poverty. To inculcate the values of 'generosity' and a 'sense of social responsibility' among the students. The expected outcome is that the students should be able to complete their degrees with good marks. The beneficiaries should treat the needy with the principle of 'lend a helping hand without discrimination.' • The Context: The noble objective had faced challenging troubles in its designing and implementation.

The college struggled a lot in deciding the eligibility criterion for the aid. After comprehensive deliberations with students and teachers, it was decided to extend the benefit to all the poor students, who do not have the advantage of government scholarship without any discrimination of caste and creed.

Verification of the financial backwardness of the aspirants was yet another challenge. • The Practice: In and around areas of the college, there have been people into miserable conditions of abject poverty, illiteracy and ill-health.

In a situation of such dire poverty, whatever meagre resources available are used primarily to make both ends meet. So, sending their children away for higher education stuck the poor parents in rural areas. Though sometimes, they do venture to admit their children to colleges in the town unable to give sustained financial support due to weak financial condition either this or that reason. (Loss in Farming, irregular labour works etc.) So, it is evident that without financial support from an external source, the rural youth cannot hope to complete their higher studies. 2. Title of the Practice: MENTORING •

Objective: To achieve the vision of the institution viz., to develop the all-round personality of the girl students on progressive lines. To provide a continuous learning process for both the mentor and the mentee. To establish the mentor as a role model and to support the mentee for personal and academic development. • The context: The necessity of mentoring has been realized to opt as one of the best practices by the institution on the recommendation of NAAC for keeping healthy academic practices at the institutional level to attract the girl students for better education. The absence of a proper system of mentoring, guidance and counselling in other colleges motivated the institution to adopt the system of mentoring in the campus for the students who come from remote areas. The main focus of the institution is to impart guidance for all-round development of the students for academic as well as aesthetic development. Moreover, it clears the institutional mission and vision to the students for making them responsible citizens. • The Practice: Mentoring session is conducted after every internal exam from 11.30 AM to 12.30 PM regularly. The session is compulsory for every student to attend without fail after realizing their weak academic and professional points. Mentors are assigned 15-20 students for the whole duration of a semester each. The mentors are provided with all details of mentee's performances in terms of curricular and co-curricular records (weekly test, class test, and mid-term and endsemester exam) by the concern departments. The mentor also keeps track of the mentee's personal development such as co-curricular activities, discipline and career-related issues. The mode of communication between the mentor and mentee establish through, Phone and E-mail, WhatsApp and in-person. The practice of the mentoring system is evaluated by the Principal with the IQAC coordinator and HODs of various departments. The grievances of the mentees are taken up by the mentor and if necessary it is forwarded to the Principal for necessary remedial actions. • Evidence of Success: Improvement in mentees discipline, interaction and communication skills. Improvement in internal and external exams. Establishment of the friendly and confident relationship between teachers and students which has provided a congenial atmosphere in the classroom as well as in the campus. • Problems encountered and resources required: Due to the burden of labour and domestic responsibility, the girl students dont want to stay in the college after 11.00 AM neither for any academic activities nor for academic development. The parents only concern for the government scholarship and their wards graduation and not for girls empowerment. Inadequacy in general guidance, career and professional related materials except for government-driven projects. This is due to the financial constraints faced by the management because the institution is dependent on grants.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Organize various students and faculty development programme. To made placement more efficient. To start academy for competitive examination. To encourage student to participate in NSS/ NCC/ Culture/ Sport activities. To Motivate students and staff to do research activity. To motivate PG student regarding NET/ SLET examination. Enrich library by adding new reference books/ journal/periodicals /E resources. Upgrade institutional website. To reform examination pattern. To extent the work and activities of IQAC like skill development. Celebrating various days. To initiate various awareness programme.

Provide the weblink of the institution

### 8.Future Plans of Actions for Next Academic Year

To activate solar system in the campus in order to save energy. To make eco friendly, neat clean and dust free campus. To focus on life and employability related courses like personality development, communicative skill, leadership, self esteem, preparing, biodata, resume etc. To enhance students life and communication skill by organizing various expert lectures under UDHISHA and career counseling cell. To prepare students for competitive exam by providing extra coaching, study material, reference books and proper environment. To utilize maximum grants for students facilities. To inspire students for making themselves Job givers instead of job seekers. To raise maximum fund for poor and needy students by collecting donation from the society under poor students relief fund. To prepare students for skill oriented programme. To start more courses related to skill and employability. To inspire students for social and economical survey under UNNAT BHARAT in the adopted villages . To encourage students for student exchange programme under Ek Bharat Shreshtha Bharat. To activate Smart classes as early as possible. To develop various skills like communication skill, listening skill, reading and writing skill, employability skill by inspiring students under Finishing school programme. To motivate students to take admission in UGC sponsored career oriented programme Spoken English with a view to increasing language proficiency. To establish permanent center for competitive examination. To start counseling centre for girls students in order to solve hygiene problems. To activate new smart classroom and a hall as early as possible. To activate Girls Hostel by inspiring girls students taking admission in hostel free of cost. To prepare students mentally to face the challenges of the society. To organize expert lectures on the current topics like Stress Management, Event management, Time Management, Leadership, parental relationship. To organize special University Shibir on Yoga, Sangit, Personality development, Leadership, value based education. To motive students for wearing Halmet on two wheelers and sit belt during driving car. To establish clean, Green and Dust free campus. To start value based courses. To organize Induction programme every year in the beginning of academic year. To prepare students for state Government conducted exams like TAT, TET, Police Constable, Conductor, Talati, Junior clerk etc. To organize workshop on personality development and how to enrich computer literacy for administrative staff. To encourage staff for Vipashyana Yoga Shibir to reduce stress and depression. To prepare ourselves for NAAC cycle IV. To encourage maximum students to join Finishing School programme to enhance their life and employability skill. To apply for cycle two with the good preparation and performance. To implement the grant of RUSA in a proper direction. To establish smart class room. To motivate students in sports related activities to develop their physical and moral development. To organize national as well as

International seminars. To celebrate Silver Jubilee of the institution with great enthusiasm, organize special awareness programme and involve donors, academicians, social reformer, parents in this celebration and publish college magazine. We have also a plan to develop a shade facility for the students for their administrative need.