



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>SHETH C D BARFIWALA COLLEGE OF COMMERCE</b>
• Name of the Head of the institution	<b>Dr. Heena Sunil Oza</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>912612537752</b>
• Mobile no	<b>9737114382</b>
• Registered e-mail	<b>cdbcollegeiqac@gmail.com</b>
• Alternate e-mail	<b>principal.cdbcollege@gmail.com</b>
• Address	<b>Sahyog Society, Sumul Dairy Road, Surat</b>
• City/Town	<b>Surat</b>
• State/UT	<b>Gujarat</b>
• Pin Code	<b>395008</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>

• Financial Status	Grants-in aid												
• Name of the Affiliating University	Veer Narmad South Gujarat University												
• Name of the IQAC Coordinator	Prof. Priti Pandya												
• Phone No.	02612537752												
• Alternate phone No.	9375992861												
• Mobile	9375992861												
• IQAC e-mail address	cdbcollegeiqac@gmail.com												
• Alternate Email address	cdbcollege_surat@hotmail.com												
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://barfiwalacollegesurat.ac.in/aqar/">https://barfiwalacollegesurat.ac.in/aqar/</a>												
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes												
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://barfiwalacollegesurat.ac.in/academic-calendar/">https://barfiwalacollegesurat.ac.in/academic-calendar/</a>												
<b>5.Accreditation Details</b>													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B++</td> <td>2.77</td> <td>2017</td> <td>27/11/2017</td> <td>26/11/2022</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B++	2.77	2017	27/11/2017	26/11/2022
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to								
Cycle 1	B++	2.77	2017	27/11/2017	26/11/2022								
<b>6.Date of Establishment of IQAC</b>	15/06/2011												
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>													
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>RUSA</td> <td>Component 9 Infrastructure for Colleges</td> <td>RUSA</td> <td>2019-2022</td> <td>2 crore</td> </tr> </tbody> </table>		Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	RUSA	Component 9 Infrastructure for Colleges	RUSA	2019-2022	2 crore		
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount									
RUSA	Component 9 Infrastructure for Colleges	RUSA	2019-2022	2 crore									
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>	Yes												

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	<b>300000</b>
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
1. Successful use of online platform for the first time for teaching and learning in covid pandemic	
2. Adaptability to new normal in covid 19 by making HEI following all the SOPs for covid 19	
3. FDPs for online platform	
4. Resource mobilization for studets' progression	
5. Better physical infrastructure initiative implementation	
<b>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</b>	

Plan of Action	Achievements/Outcomes
Learn to adapt to Covid Pandemic situation and continue to make students occupied and spend time productively in the uncertain situation	provided online teaching, learning, career counseling, internal evaluation, extra curricular activities
Learn to be effective faculties on online platform to cope with covid pandemic situation	FDPs on use of online platform like Zoom, Microsoft Teams, conducting MCQs online, POs and COs, SSIP, IPR, Cyber security ,
Take all precautions for offline activities within the campus for students, teachers, office staff, parents, visitors and all the stakeholders	Strict adherence to SOP for covid 19 through the year
AQAR preparation work	FDPs on preparation of AQAR, preparatory work AQAR 2016-17 and 2017-18 and 2018-19
FDPs for office staff to handle online platform _ Zoom and Microsoft Teams, Mobile app, ERP modules	Staff Training for admin for Microsoft teams, Zoom, Mobile App, ERP modules from time to time
Survey of students mental, psychological state of affairs in lockdown	surveyed students online with google form and counselling sessions for students who needed support
Navchetna Shibir for students and faculties for wellness	accomplished
academic calendar for incomplete end sem examination of year 2019-20 and year 2020-21	completed
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
The Surat Education Society	18/02/2023

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020-21	19/02/2022

**15. Multidisciplinary / interdisciplinary**

The faculty of commerce is multi-disciplinary in nature since years as it includes foundation courses in statistics - faculty of Science ; economics- faculty of Arts and languages from faculty of Arts.

In context of NEP 2020 implementation, the HEI is working in close association with affiliating university to comprehend the objectives of NEP 2020 in making it multi disciplinary and approaches and roadmap to implement it. In due course of time the HEI aspires to be multi disciplinary to achieve the outcome in terms of making the learner understand the personal and social life phenomenon and professional life more in alignment with sustainable planet

**16. Academic bank of credits (ABC):**

Traditionally our students are required to join and finish the Graduation in 6 semester, 3 years and post graduation in 4 semester, 2 years. The multiple entry and multiple exit is not encouraged. If a student leaves in between the studies of gradation or post graduation its termed as drop out. In case of our HEI as many students come from SEDGs the drop out ratio is high. Later years some of these students re-join to finish the program and get the certificate.

The provision of ABC credit in NEP 2020 is a very positive step to allow flexibility to students to accomplish their studies as per their pace and there by make HE more accessible with more flexibility.

Our HEI is working in close association with governing bodies to implement ABC in due course of time. Our HEI aspire to be on of the major beneficiary of this provision as it will allow our students to pace their HE as per their requirements and not to drop studies half way.

**17. Skill development:**

Traditionally the programs run in our HEI – B. Com. and M. Com. include courses which require knowledge and skill set required in business organization as well as not for profit organizations like – CV writing, Business report writing, Accounting, auditing, tax planning and administration and so on. However with the gallopingly rapid changes in contemporary time, our education sector has not added skill sets required which lead to employability / self employment like e.g. computerized / software based accounting, e-banking, software based tax procedures, e-marketing, web-based/ portal based business modules and so on. Some of these skill based courses are offered as add-on course to bridge the gap.

In context of NEP 2020 which encourages inclusion of skill based course to be integral part of program structure is very encouraging and would equip students for better employability.

Our HEI is working in close association with governing bodies to implement skill based courses in due course of time. Our HEI aspire to be one of the major beneficiary of this provision as it will allow our students to be job ready and elevate their economic conditions.

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

NEP 2020 focuses on Indian version of education system that reflects the Indian ethos of “vaisudhaiv Kutumam” ; one of the oldest culture who has rich heritage of Vedic science.

To make the students aware of it and feel proud of the rich culture and imbibe the values and wisdom the Indian Knowledge system in formal education system is a welcome step. Our HEI aspires to integrate the introduction to Indian Knowledge system in the years to come, once the guidelines and roadmap is more clear in the near future.

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

Outcome-based education (OBE) is education in which an emphasis is placed on a clearly articulated idea of what students are expected to know and be able to do, that is, what skills and knowledge they need to have, when they leave the school system. It is sometimes also called performance-based education and is an attempt to measure educational effectiveness based on results rather than on inputs such as time students spend in class. The student learning outcomes constitute the criteria by which curriculum is developed or redesigned, instructional materials are selected, teaching methods

are adopted, and evaluation is conducted.

The NEP 2020 has emphasized defining & achieving the best learning outcomes by encouraging institutions to offer "student-centric" education. OBE consists of defining outcomes at three levels namely course outcomes (Cos) ; POs/ PSOs and life long learning outcomes.

Our HEI has started with introductory FDPs on OBE and use of Pos and COs in curriculum framework, and assessment as an initiative of future readiness. In the next couple of years we as HEI aspire to be ready for embracing the OBE using Bloom's Taxonomy.

## 20.Distance education/online education:

Year 2020-21 unexpectedly mandated the extensive use of online mode education - teaching and learning -continuous evaluation -examination - assessment - communication and other activities for students in our HEI, like all other HEIs to cope up with Covid pandemic. Our HEI through FDPs, training to office staff and other support staff as well as students successfully used online platform namely Zoom and Microsoft Teams for all the divisions and all the courses in both UG and PG programs, initially with teething technical troubles. However with focus on learners' needs the online education has been continued for most of the time in the year.

Taking the advantage of this experience for quite a long time, our HEI is now having capability for online education or blended teaching .

## Extended Profile

### 1.Programme

1.1 2

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

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

### 2.Student

2.1 2318

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2

776

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

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

2.3

668

Number of outgoing/ final year students during the year

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

### 3.Academic

3.1

26

Number of full time teachers during the year

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

3.2

26

Number of sanctioned posts during the year



## Extended Profile

### 1. Programme

1.1	<b>2</b>
Number of courses offered by the institution across all programs during the year	

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

### 2. Student

2.1	<b>2318</b>
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	<b>776</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	<b>668</b>
Number of outgoing/ final year students during the year	

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

### 3. Academic

3.1	<b>26</b>
Number of full time teachers during the year	

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

3.2	26
Number of sanctioned posts during the year	

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

<b>4.Institution</b>	
4.1	14
Total number of Classrooms and Seminar halls	
4.2	43.36
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	68
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Institutional has the mechanism for well planned curriculum delivery and documentation in place. The college is affiliated to Veer Narmad South Gujarat University, Surat which is a state university. The curriculum is framed by the Board of Studies. In faculty of commerce, there are Board of Commerce, Board of Accountancy, and there are also common board of studies for subjects of Economics, English, Gujarati and statistics. The IQAC prepares academic calendar in alignment with University academic calendar to ensure effective curriculum delivery. The academic calendar is prepared well in advance and revised if necessary from time to time. The requirement for teaching as well non teaching staff due to retirement/ resignation etc is identified and the recruitment of the staff is done well in time to ensure smooth conduct of classes. The Time table committee prepares the weekly time table for each division. The HODs in periodical departmental committee meetings instructs to prepare lesson plans and reviews it periodically to ensure the timely coverage of syllabus,

continuous evaluation and semester end examinations. Remedial coaching is made for weaker students. The advanced learners are encouraged to participate in extra curricular activities.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

The College follows a well-planned academic calendar that aims (1) to ensure smooth academic activities of teaching- learning, continuous evaluation and end semester examination schedule, (2) to conduct various co-curricular activities like Expert lectures for covering contemporary issues not included in syllabus, career counselling sessions, usage of library material to enhance learning capabilities , industrial visits, internships, remedial coaching for weaker students and add-on / value added courses, skill enhancement courses for advanced learners, book review competition (3) to conduct various faculty development programs/ seminars, (4) academic and administrative audit (5) to organize various cultural activities like intra college (6) to allocate time for community work like bold donation, awareness campaign for cleanliness, voters card for students, aids awareness (7) to allocate time for grievances redressal, (8) to deal with RTI, anti ragging, prevention of sexual harrasement (9) to deal effectively in matters related to women empowerment, environmental concerns (10) to conduct activities of brotherhood, human values, IPR, awareness of constitutional rights and duties (12) to include activities of wellness spirituality and human values and soft skills like personality development and communications skills.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating**

**A. All of the above**

**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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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**

100 %

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

**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 )	No File Uploaded

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

0

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

### 1.3 - Curriculum Enrichment

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

Issues like pollution, diversity, eco system, Importance of Accounting Standards, professional ethics, Mannerism, Corporate governance, Taxation and professional planning for tax, Social responsibility of business, Internal control of company professional ethics, Components of Environment analysis , SWOT analysis, Industrial standards, Management theories, Building effective team, Ethics and its types, Ethics in management, unfair advertising practices, etc. are covered in the syllabi of various courses of B.Com. and M.Com, programs. Issues like Solid Waste Management, Liquid Waste Management, E-Waste Management, Rain Water Harvesting, Green Practices, have been integrated in the two courses (a course each) of Environmental Studies included in the first two semesters of B.Com. program.

Extension activities include crosscutting issues like Issues like Solid Waste Management, Liquid Waste Management, E-Waste Management, Rain Water Harvesting, Green Practices. Blood donation camps, , AIDS awareness programs and rally, Assistance to the traffic police, Environmental Awareness, Election Voter's Identity Card Drive programs are conducted every year. Talks by Judges and advocates on Human Rights and related issues are arranged

regularly.

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.	<a href="#">View File</a>

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

0

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
Institutional Data in Prescribed Format	No File Uploaded

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

0

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

## 1.4 - Feedback System

### 1.4.1 - Institution obtains feedback on the

B. Any 3 of the above

<b>syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	
<b>File Description</b>	<b>Documents</b>
URL for stakeholder feedback report	<a href="https://barfiwalacollegesurat.ac.in/teacher-feedback/">https://barfiwalacollegesurat.ac.in/teacher-feedback/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://barfiwalacollegesurat.ac.in/teacher-feedback/">https://barfiwalacollegesurat.ac.in/teacher-feedback/</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
<b>862</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	

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

331

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

**2.2 - Catering to Student Diversity**

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

HEI determines the learning levels of the students at the entry level of UG and PG programs In first semester of B.Com. programs, levels of the students are judged on the basis of (i) entry level examination (12th standard) results and thereafter, the learning levels of the students are judged on the basis of (i) interactive participation in learning and (ii) mentoring/interactive sessions. results

From the second semester onwards, each faculty, during the class hours, identifies the slow or advance learners by interacting with them and on the basis of performances in the CIE process and in the performance in previous semesters' examinations.

The Special initiatives for slow learners include mentoring , counselling, remedial coaching, revision classes,.

Advance learners are encouraged to enhance their academic record by enhancing their learning and performing abilities. Challenging assignments and projects are given to them to sharpen their intellectual caliber and inquisitiveness, induce them to experience the lessons of self learning at higher pace. they are also encouraged to activlvey participate in various activities for better grooming and better exposure to face real life.

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

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



Number of Students	Number of Teachers
2318	26

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

### 2.3 - Teaching- Learning Process

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

The major elective subjects Accountancy having number of papers are being learnt by learners by problem solving methodology. similar subsidiary subject of statistics also is being learned using problem solving methodology. this covers almost 18 out of 42 course for UG (B. Com.) program and 12 out of 24 papers for PG program (M. Com.). the courses in Business administration subject in UG and PG level (compulsory in each semester) use case study methodology partially. many of the students are also working along with studies and they have the opportunity to use experiential learning.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The use of ICT-enabled tools for the purposes of delivering an enhanced educational experience is no longer a matter of choice in post Covid 19 pandemic scenario. The ongoing pandemic has mandated the adoption of new teaching pedagogies, assessment schemes, and completely different work environments on online as well as hybrid mode. These are just a few of the long list of adjustments that teachers have had to make. However, on the positive side, most of these adjustments have contributed to the building of capabilities and skills that potentially contribute towards greater productivity of the teaching process.

Please refer to the additional information for detailed information provided on ICT enabled tools for effective Teaching-

**Learning process.**

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

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )****2.3.3.1 - Number of mentors**

20

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

26

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

**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**

7

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

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

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

387.69

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

## 2.5 - Evaluation Process and Reforms

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

The outbreak of COVID 19 pandemic mandated shift from brick and mortar to online mode for teaching learning as well well continuous evaluation posing many challenges to address by the stakeholders - the institute as well as the learners and their families. However getting resilient to the new challenges and risks of the pandemic, the College successfully made switch over to online mode for continuous evaluation by conducting multiple choice question, online assignment submission from home or from College premise itself as per the pandemic situation from time to time during the year. This made students occupied in meaningful learning and students progression.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

College has 20 marks weightage in each course at UG and PG level for internal assessment consisting of test , assignment, class room participation. The scheme of internal assessment is shared with students in the beginning of the year as well as during direct contact hours by teachers and various notices to students from time to time during the year. Internal assessment marks are shared with students by the concerned teacher as soon as it has been finalized. Any related discrepancies and grievances are brought to the notice of the teachers and are addressed by them. The system of continuous evaluation ensures that teachers and students are in constant touch with each other which reduces the probability of any delays in redressal if needed. Multiple opportunities are provided to the students to better their performance. Departments are instructed to contact students who have not appeared for internal assessment for whatsoever reason through the mail and/or other modes including taking assistance from the mentors of the concerned students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

the OBE is gradually getting penetrated in mainstream of HE and we as HEI are in the process to use COs for effective teaching. This year the College has conducted FDPs for OBE and development of COs and POs and PSO. Once the faculties are acquainted for the OBE and COs in the next phase it shall be communicated on website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://barfiwalacollegesurat.ac.in/academics-syllabus/">https://barfiwalacollegesurat.ac.in/academics-syllabus/</a>
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

**The College is about to start this in the next phase of OBE.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

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

204

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

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)

<https://barfiwalacollegesurat.ac.in/igac-students-feed-back/>

**RESEARCH, INNOVATIONS AND EXTENSION**

<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>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)</b>	
0	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
<b>3.1.2 - Number of teachers recognized as research guides (latest completed academic year)</b>	
<b>3.1.2.1 - Number of teachers recognized as research guides</b>	
1	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	

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

### 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The Institution has begun some initiatives in this direction. Two of the faculties attended the students start up initiative awareness program. The awareness sessions for various possibilities for entrepreneurship, students start up and the various schemes were organized on ongoing basis by these teachers for both students and other faculties.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

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

### 3.3 - Research Publications and Awards

<b>3.3.1 - Number of Ph.Ds registered per eligible teacher during the year</b>	
<b>3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year</b>	
3	
<b>File Description</b>	<b>Documents</b>
URL to the research page on HEI website	<a href="https://barfiwalacollegesurat.ac.in/resaerch-guides/">https://barfiwalacollegesurat.ac.in/resaerch-guides/</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year</b>	
<b>3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year</b>	
0	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded
<b>3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year</b>	
<b>3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year</b>	
0	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded
<b>3.4 - Extension Activities</b>	



3.4.1 - 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 College is regularly conducting the social outreach program to sensitize students for social issues and holistic development. This year being exceptional year due to COVID 19 pandemic all the activities through NSS arm of the college were limited to online programs. The College appealed all the students through special programs as well as during regular online/ offline classes to make special efforts at home and in neighbourhood for safeguarding parents, grand parents, elders at home, neighbours, relatives, kids by following SOP of COVID 19 and thereby help in saving them sufferings caused by the deadly disease.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

3.4.3 - 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

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

14

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

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

1622

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

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

**3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year****3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

2

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

**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.

1 The College is having sufficient infrastructure for teaching-learning (14 class rooms) , ICT facilities, Online platform for the pandemic year, Library, computer lab, journals and magazines, dailies, facilities to send the study material to students in pandemic year through online platform of Microsoft teams, Whatsapp, Net, you tube links and son on to ensure smooth teaching and leaning in physical mode as well in online mode in extra ordinary year of Covid 19 pandemic.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The College has adequate infrastructure to conduct various cultural activities - both intra college and inter college and to participate in inter college activities like play, Garba,

traditional folk dance, light classical music, solo singing, poetry writing, drawing, handicraft, mehendi and so on.

The college does not have in campus ground but has collaboration with other institutes/ university/ sister concerns for the outdoor sports. The indoor sports facilities are available in campus.

Every year, except this special year many of our students actively participate in both cultural and sports activities in large number.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

13

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

71.07

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

## 4.2 - Library as a Learning Resource

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

- Name of ILMS software :- SOUL
- Nature of automation :- Partially
- Version :- 2.0
- Year of automation :- 2014

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

### 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

A. Any 4 or more 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)	<a href="#">View File</a>

### 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)

0.97277

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

### 2.23

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The College has three wi fi connections to cater to disffernt stakeholders and according to the requirements IT faciliites are proactively updated.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

##### 4.3.2 - Number of Computers

68

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	<b>A. ? 50MBPS</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional Information	<b>No File Uploaded</b>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>	
<b>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)</b>	
<b>6.53</b>	
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<b>No File Uploaded</b>
Audited statements of accounts	<b>No File Uploaded</b>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p><b>For all equipment like Xerox machine, Laptops, computers, water purifiers, coolers etc AMC is taken to ensure proper upkeep.</b></p> <p><b>For physical infrastructure namely building and furniture, water tank the upkeep requirements are reviewed and during end term breaks are updated as per the requirements.</b></p>	
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<b>Nil</b>

STUDENT SUPPORT AND PROGRESSION	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
1147	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
3	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>



File Description	Documents
Link to Institutional website	<a href="https://barfiwalacollegesurat.ac.in/finishing-school/">https://barfiwalacollegesurat.ac.in/finishing-school/</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

857

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

857

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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**

A. All of the above

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

## 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

54

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

98

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

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

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

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

**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.**

0

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

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

The College has well developed Students' Council constitution, policies, procedures and policies in place. The Students' council constitution is the reference point for all the related

activities. The students' council consists of Principal as the Chairman of council, and is divided into seven committees namely (1) Students' union budget committee (2) Planning forum (3) College magazine committee (4) Gymkhana committee (5) cultural and social activities committee (6) excursion committee and (7) debate and elocution committee. The committee consists of Chairman, vice-chairman, secretary and members. The Chairman and vice-chairman is appointed by Principal from senior faculty members and secretary is a student representative who is elected or nominated by students representative. The members of the committees are both faculties and students representatives. The students representatives are nominated by selection/ election based on guidelines from affiliated University and UGC. In certain cases post of students representative is reserved for girl student. The students council is formed every year. The students representative are from each division as per number of students strength in the class. Over and above three students are nominated by Principal who are having proven performance in the fields of arts / sports/ community services/ academic work. The General Secretary is elected from among the students representatives of various divisions who is the leaders of students. The students council provides the training platform to students for democratic process of election in real life and inculcate citizen values. It also provides training ground to nurture the youth leaders.

File Description	Documents
Paste link for additional information	Nil
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**

15

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

#### 5.4 - Alumni Engagement

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

The College does has Alumni Association but yet to get registerd. The alumni of the College support the college in various endeavours like joint organization of various programs like flg hoisting, blood donation, annual meet, career counselling, job fair. They also actively contribute by giving the valuable feedback on syllabus and IQAC related matters. many of the Alumni contrubute to the College by sponsonring fees for the needy students and providing network for various studets related activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

#### GOVERNANCE, LEADERSHIP AND MANAGEMENT

##### 6.1 - Institutional Vision and Leadership

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

The institution assigns total focus towards strengthening and fulfilling the vision - mission statements which concentrate guided efforts towards holistic development of students. The end result is to provide proactive knowledgeable and skilled students ready for employment/ self employment and groomed to become good human being to lead progressive personal and societal life and contribute as good citizens who can positively impact National environment and issues.

For achieving this along with planned academic calendar a variety of co-curricular, curricular and extra curricular activities are conducted through out the year.

The management is proactive in steering the organization to achieve the mission of the HEI.

File Description	Documents
Paste link for additional information	Nil
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 effective leadership is empowering people and achieve the efficient and effective working of the HEI.

The examples of the decentralization and participative management are 1. participative planning and implementation of for rolling 5 years perspective planning and the resource allocation by way of annual Budget for teaching- Learning, Academic maintenance, infrastructure maintenance, Capital expenditure, campus development, add on courses, library, Quality assurance and enhancement activities and : 2. Implementation of college academic and activities calendar through IQAC, various administrative committees, students Councils committees, and other statutory committees.

File Description	Documents
Paste link for additional information	Nil
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 evolved the perspective plan in alignment with 2nd cycle of NAAC to ensure continuous quality enhancement for HEI. The perspective plan goals are reviewed periodically and whenever required actions are initiated to effectively implement the plan.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://barfiwalacollegesurat.ac.in/strategic-plan/">https://barfiwalacollegesurat.ac.in/strategic-plan/</a>
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.**

The academic and administrative setup follows standard procedures of management and respective functions. The OS is fully in charge of all administrative activities and their smooth and efficient functioning. The management policies are implemented at all levels in the best interest of the primary stakeholders which are the students.

Appointment rules for teaching and non teaching staff follow strictly the government procedures and policies. Rules for service are as per norms of the VNSG University and the UGC.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://barfiwalacollegesurat.ac.in/organization/">https://barfiwalacollegesurat.ac.in/organization/</a>
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**

B. Any 3 of the above

Support Examination	
File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>
<b>6.3 - Faculty Empowerment Strategies</b>	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p><b>Teaching and non teaching: PF ,gratuity pension ,retirement pension, encashment of leave , leave travelling concession, maternity leave ,paternity leave ,various kinds of leaves.</b></p> <p><b>Students: free- ship and Scholarship,</b></p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded
<b>6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year</b>	
<b>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</b>	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded



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

0

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

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

0

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

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

Yes, the performance Appraisal System exists for teaching and non teaching staff. The Teaching staff maintain daily diary of various acedemic, administrative and activities work undertaken by them.

File Description	Documents
Paste link for additional information	Nil
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 financial accounts of the College is maintained regularly. as per laid out norms. the accounts are audited quarterly by internal auditor and annually by independent chartered accountant. Also the Government audit is conducetd periodically. The audit querries are resolved in time.

File Description	Documents
Paste link for additional information	Nil
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)

0

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)	No File Uploaded

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

The College has perspective plan for five years aligning with NAAC cycle. The institute has therefore strategy for responce utilization for capital expenditure for various physical, ICT related infrastructure, etc. to implement the well prepared perspective plan.

To enhance the infrastructure facilities the college has availed the external fundings from RUSA for infrastreute development.The external funding under CSR,MP grant and other avanues like alumni, charitable institutes are explored as and when opportunity arises. The CSR Fund is further to be explored for more resource mobilization.

File Description	Documents
Paste link for additional information	Nil
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

Since quality enhancement is a continuous process, the IQAC has become an integral part of our college and is working towards realizing the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institution & also channelizing the efforts towards academic excellence. IQAC plays role indevising intervention strategies to remove deficiencies and enhance quality. In the pursuit to fulfil its aim, this year also IQAC has contributed significantly for

institutionalizing the quality assurance strategies and processes.

Some of the contributions are - soft skill and life skill training for students, FDPs for capabilities development in Online teaching and learning, internal evaluation, feedback, developing and maintaining social distancing protocols for safer workplace in covid pandemic, special counselling for wellbeing of students during covid lockdown period, development of physical infrastructure, and so on. (to add more)

File Description	Documents
Paste link for additional information	Nil
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

Yes, the IQAC regularly reviews the teaching/learning situation and the extent of efficacy of policy implementation. Internal and university exam results are reviewed and outcomes towards improvement, if necessary, are worked upon. Students' Council activities and other such activities are also geared up and conducted with maximum output focused with the core values and policies of the institute.

File Description	Documents
Paste link for additional information	Nil
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**

**D. Any 1 of the above**

agencies (ISO Certification, NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://barfiwalacollegesurat.ac.in/action-taken-report/">https://barfiwalacollegesurat.ac.in/action-taken-report/</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded
<b>INSTITUTIONAL VALUES AND BEST PRACTICES</b>	
<b>7.1 - Institutional Values and Social Responsibilities</b>	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
<p><b>Safety and security</b></p> <p>Gender Equity Promotion Programmes Gender equality is the one of the core challenges being faced by our institute.</p> <p><b>A.Safety and Security Measures for Girl students and Female staff</b></p> <ul style="list-style-type: none"> <li>◦ security guards are stationed at all strategic security points.</li> <li>◦ CCTV Cameras have been installed and monitored 24 x 7. .</li> <li>◦ Tobacco and smoking is strictly prohibited.</li> <li>◦ Awareness programme on safety and security of girls are organized by Women Empowerment Cell / NSS/ Saptdhara.</li> <li>◦ College has functional anti ragging and discipline committee and Grievances Redressal Cell.</li> <li>◦ Sexual harassment prevention cell in place</li> <li>◦ Separate ladies room and ladies toilets</li> <li>◦ Women empowerment cell</li> <li>◦ free ship by Government of Gujrat for Girl students</li> <li>◦ various programs like self defence, yoga, skill development programs and Guest lectures arranged for Girls.</li> </ul> <p><b>B. Counselling:</b></p> <ul style="list-style-type: none"> <li>◦ During academic, co-curricular and extracurricular</li> </ul>	

activities counselling of male and female students are done by faculty members.

- College has a functional cell against sexual harassment and girls counselling.
- This cell organise awareness program for girls against harassment.
- Awareness programme are organized on women rights, human rights, Gender equality and campaign against female infanticide.
- Awareness programme on pre marriage counselling, domestic violence, and sex education

#### C. Common Rooms:

Common room has been allocated for male and female to facilitate meeting, discussion.

In girls' common room drinking water and change room facility has been made available.

#### D. Other measures of sensitization:

During annual shibir organized by NSS in village, volunteers actively participate in the awareness programme of health, hygienic, child education, social customs.

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
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

The College has Waste management policy which use 3Rs- Reuse-Recycle-Reduce. The waste is segregated into two categories at source. However the college generates more of dry solid waste which is being regularly disposed off as per municipality norms. The bio medical waste is not relevant for the college. the e-waste is sent for recycling to vendors. the paper waste arising out of examination related work is recycled and sent to paper factory.

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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**

B. Any 3 of the above

- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

#### **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	No File Uploaded

**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 :**

**C. Any 2 of the above**



**Human assistance, reader, scribe, soft copies of reading material, screen reading**

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

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

The institute has uniform code of ethics and code of conduct for teachers, students, and other employee. Everyone must follow them irrespective of their diversities. The institution organized co-curricular, extracurricular and extension activities and provide inclusive environment for all stake holders with tolerance and harmony.

**Measures for Equal Opportunities**

- The institution strictly follows reservation policies laid out by Government for student's admissions.
- The institution provides equal educational opportunity to speech and hearing impaired students.
- The institution has constituted Anti-Ragging Committee, SC, ST and OBC cell.
- Students from low socio-economic spectrum are granted fee concessions in every academic session.
- Cultural and Regional College Day, Open Talent Show and An annual cultural fest conducted in the institution to provide a platform for the students to exhibit their innate cultural talents.
- International Yoga day is being celebrated every year
- Navaratri is celebrated by all students irrespective of faith /religion.
- The institution celebrates Independence Day and Republic day.

**Socio Economic**

- Through NSS, the institution organises various extension activities such as, Dengue awareness and Helmet awareness programme etc which helps to facilitate the students with the concept and practice of social responsibility.
- The institution has contributed for Flood relief fund and lends helping hands to the needy.

International commemorative days like International Women's day, International Yoga Day, Environment Day etc is conducted and marked by appropriate competitions.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The institution sensitise the students about values, rights, duties and responsibilities of citizen and understands the need for embodying the principles of responsible citizenship for the nation's development. Various national festivals are celebrated in College, and programs like quiz, elecution and debate, guest lectures, lecture series are organized.

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

**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**

**A. All of the above**

**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**

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

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

The institution organizes National and International, commemorative days, events, and festivals with great zeal.

The following important events which are celebrated are:

1. International Yoga day is celebrated on 21st June every year wherein special yoga awareness programme is conducted by Yoga Club
2. 15th August Independence Day a grand event is celebrated every year by the institution with the unfurling of the flag.
3. NSS Day is celebrated on September 24th every year and students take pledge along with the Principal, NSS officers and faculty members.
4. 26th January Republic Day is celebrated every year to commemorate the adoption of the Constitution.
5. 125th years of Swami Vivekananda Chicago speech is celebrated and various competition like Swami Vivekananda quiz, Essay writing, Drawing and Recitation is conducted.
6. In addition, the institution celebrates the National and regional festivals and competitions, cultural events and lectures are also conducted on this occasion.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
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 1 :

**Title of the Practice :** Resilience to Covid 19 - Students' Progression

**Objective of practice :** Resilience is the ability to withstand adversity and bounce back from difficult life events.

**Context of the practice :**

The spread of pandemic Covid-19 has drastically disrupted every aspects of human life including education. It has created an unprecedented test on education.

**Objectives :** Highlight the various activities to be resilient Institute in Covid-19 pandemic.

**Practices :**

1. Capabilities development for faculties for effective teaching learning on online mode with 2 .Observing COVID19 protocols for teaching and non teaching staff and students for prevention of covid

**Evidence of success :** ;1.Academic year 2020-21 academic calendar could be accomplished with also the backlog of 19-20 completed in this year..

### Best Practice 2

**Title of the Practice :** Resource commitment for hiring deficit

teaching and non teaching staff for smooth and fees concession in Covid 19 time to endure students' progression

Objective of practice : students progression

Context of the Practice : covid 19 challenges

Practices :1. Adhoc staff 2. Fees concession to students

Evidence of success : accomplished academic year successfully

Challenges faced :: would affect the infrastructure development capability of HEI .

File Description	Documents
Best practices in the Institutional website	<a href="https://barfiwalacollegesurat.ac.in/best-practices/">https://barfiwalacollegesurat.ac.in/best-practices/</a>
Any other relevant information	Nil

### 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

Our college caters mainly to students coming from modest income group. Many of our students are first generation students entering the higher education field. Though many students who study through Gujarati medium are not having Gujarati as their mother tongue and have studied till standard 12 in their mother tongue like Marathi/ Urdu/ Uriya/ Hindi.

Thus we cater to heterogeneous groups of students enabling socio-cultural and financial inclusion. Our distinctiveness also comes with many challenges like time management of for 'earn while learn' students and their academic progression, effective written and oral communication in Gujarati medium of instructions, moderate self confidence, conducive home environment for studies, drop out due to more pressure of work / girl students marriage and so on.

Recognizing the needs of our students to perform better academically and in personality development, to elevate the standard of living and more progressive social ecosystem, we are

committed to accommodate the needs of good academic progress of students and overall personality development of students by regular teaching learning and extension activities as well as extra curricular activities.

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

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

Year 2020-21 has been an exceptionally challenging year. the year ended abruptly as the second wave of covid 19 pandemic was showing high risk of exposure and threat of covid. so, the next year planning was to make contingency plan and manage the situation in the best manner as it demands. However IQAC has been resolved to make even tiny progress whenever possible and ensure smooth conduct of academic and other activities in alignment with perspective plan, with readiness to face the volatile situation arising out of covid pandemic and ensure the safety first for all stakeholders followed by implementing plans.