Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**NIMA GIRLS ARTS COLLEGE, GOZARIA**
Name of the head of the Institution	**Dr. Rajendrasinh D. Vaghela**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**02763263631**
Mobile no.	**9727302789**
Registered Email	**nimacollege@ymail.com**
Alternate Email	**iqacngac1997@gmail.com**
Address	**RAILWAY STATION ROAD, GOZARIA, TA. MEHSANA, DIST. MEHSANA**
City/Town	**GOZARIA**
State/UT	**Gujarat**
Pincode	**384470**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Dharmendrasinh M. Vaghela**
Phone no/Alternate Phone no.	**02763263631**
Mobile no.	**9427040202**
Registered Email	**nimacollege@ymail.com**
Alternate Email	**iqacngac1997@gmail.om**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.nimacollege.in/iqac-minutes/aqar-ssr/#1685168097429-e9442339-78f7

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.nimacollege.in/academic-calendar/#1648790367536-ff263199-f19f

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.44**	**2011**	**27-Mar-2011**	**26-Mar-2016**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**02-Aug-2007**

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

Beauty Care Curriculum	29-Aug-2017 2	46
Introduction of Mentoring System	28-Dec-2017 32	137
Personality Development Programme	20-Dec-2017 2	50

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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
Institution	NSS	HNGU	2018 365	66916.8
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link]()
10. Number of IQAC meetings held during the year :	**2**
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 Uploaded 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)

1. Booty care skill teaching program enables rural girls to help their family and friends and can be convenient from employment point of view. 2. Introduction of mentorship helped the respective mentors in understanding the issues of mentees. 3. Personality Development Programmer helped the rural students acquire employable skills through interview techniques and guidance for the competitive exams. 4. Such programmer as Cleanliness drive dead diction in association with meeting people of the villages were carried out by students.

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
Formation of different committees and work allocation.	Coordinators' of different committees arranged programmes accordingly.
World Yoga day celebration.	Faculty and students performed Yoga on IYD.
To create various Teaching-Learning platform through various programmes.	Encouragement to the students for the maximum use of library and the study-material given to the students.
Republic day Celebration.	Faculty, staff, members of the management, local body members joined to celebrate Republic day
Organizing beauty care through art.	Students in beauty care participated in various competitions through their skills.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Shree Gozaria Kelavani Mandal, Gozaria	21-Aug-2022

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	**2020**
Date of Submission	**16-Jan-2020**
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

The college, affiliated to Hemchandracharya North Gujarat University, Patan, ensures effective curriculum delivery through a well planned and documented process. The initiatives taken up for effective curriculum delivery are as under: Academic Calendar The Principal, along with all the HODs prepares its Academic Calendar in the beginning of the year which is in accordance with the University Academic Calendar. The College strictly adheres to the academic calendar which comprises of various activities to be undertaken throughout the year. Students, faculty members and other stake holders are informed about the same. The academic calendars are displayed on the institutional website to be viewed by all. Teaching Plan In the departmental meetings of the HODs with the teachers, they distribute copies of the departmental and individual time-tables to the faculties. The faculties prepare micro teaching plan and follow it earnestly. Each department conducts continuous assessment which includes class room tests, assignments, group discussions, presentation, etc. Academic Diary For the effective implementation of curriculum, the teacher works out on the syllabus to be taught and writes units and chapters in the academic diary which he/she plans to teach in the class. The academic diary has the record of daily teaching with all the details. The diary is verified and signed by the Head of Department and the Principal. Educational Tours / Field visits For effective curriculum delivery, the College organizes academic tours and field visits for the benefit of students. It is organized for the experiential learning of the students of the college. Field visits to the different relevant places like the banks and railway stations etc add to the practical awareness of students. Inviting experts Each department invites and arranges guest lectures of experts. The lectures are based on curriculum. For advanced learners additional support and guidance is provided by the faculties. Related Programmes The college organizes co-curricular activities which include study related movies, documentaries; videos related to their syllabus for detailed exposure, subject related day celebrations. As part of regular programmes students are shown movies on a variety of subjects such cancer-awareness etc. Students' presentations, assignments, class room discussion, are regularly organized for a better coverage of the topic. Feedbacks: The college takes feedback on college activities and its functioning from teachers in manual format. Their suggestions are taken into consideration and accordingly worked on it. Infrastructure: The college has 7 class rooms with LCD projectors, out of which three are smart classrooms. There is a seminar hall with advanced audio visual equipment, along with a rich library. ICT Based Educational Tools: Available ICT based educational tools include Smart Room, Rooms with Interactive Board and OHP.

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
Beauty Care Curriculum	---	29/08/2017	2	---	Yes
Personality Development Programme	---	20/12/2017	2	---	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction

Nill	NIL	Nill

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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	Sanskrit/English/Gujarati/Hindi	15/06/2017

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

	Certificate	Diploma Course
Number of Students	128	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
16	15/06/2017	976

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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
BA	Gujarati & Hindi	23

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	No
Teachers	Yes
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
? Analysis of Feedback: The above graph indicates that referring to the given ten observations, described as Que. 01 to 10, no teacher has shown disagreement although the level of agreement differs from complete agreement to partial agreement. ? Action Taken Report: In view of the observations of the teachers being 'completely agree', no action needs to be taken. For the middle observation 'partially agree', the concerned teachers have been told to discuss the level of their disagreement in written with the members of Board of Studies in the concerned subject, who may give vent to this level of disagreement in their meetings for the better result at the end.

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	Sanskrit, English, Gujarati & Hindi	260	260	128

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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
2017	292	0	11	0	0

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	Numberof smart classrooms	E-resources and techniques used
10	10	13	5	3	12

View File of ICT Tools and resources

View File of E-resources and techniques used

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

As per the guidelines of the National Assessment and Accreditation Council and on the Recommendation of the IQAC, our institute has initiated the mentorship programme for students from the academic year 2017-18. It is one of the initiatives to strengthen the quality-level of students suffering from the types of problems, mentioned below. Each teacher will mentor the allotted number of students and will be responsible for their holistic development. Participation and progress of mentees should be formally recorded and a periodic/ annual report shall be maintained. IQAC allocated different groups of 137 mentees to 08 mentors with regard to their performance in the concerned subjects. Unique arrangements have been made for mentoring of students in the institute. At the beginning of the year, each Mentor Faculty is allotted a group of approximately 50 students by the Principal of the Institute. In each group, two active girls are appointed assistant mentors. The Principal provides information about the Faculty Mentor, Assistant Mentors and the relevant group of students through notification at the beginning of the year. The student of the group can meet 24x7 to the faculty mentor of the group through the assistant mentors for her academic, social and mental problems. In order to be aware about the academic problems of students their performance in classroom is evaluated on the basis of the internal exams. With regard to the social and mental problems the well-researched opinion of Collegiate Women's Development Cell is taken into consideration. In this special system most of the study problems are solved by the assistant mentors while the rest of the problems are solved by the faculty Mentor. Only a few serious questions come to the principal for Redressal. Each group maintains its mentoring data throughout the year and submits it at the end of the academic year to the IQAC. This system of organization is run successfully. Guidelines for Mentors In order to maintain uniformity in mentorship system, all mentors are requested to cover the following points in their meeting with their allotted students. 1. Get the roll no, phone number and email address of the students who approach you for assistance. 2. Insist them to come regularly, follow the discipline rules and not to bunk any class. 3. Keep secret the matter if a student shares with you his/her personal issue related to family or other thing. 4. Instruct and guide them in all possible ways, if necessary, keep the principal informed. 5. Inform them about all academic facilities and requirements. 6. For economic issue take help of Student welfare Cell and

for personal psychological issues take the help of counseling expert. 7. For girl specific issues, keep the Women cell informed. 8. Submit the report in the prescribed format at the end of the term.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
137	8	1:17

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
12	11	1	0	11

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
2017	NIL	Nill	NIL
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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	Semester-6 /MARCH-JUN: 2018	26/03/2018	23/05/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• The college is affiliated to HNGU, Patan and hence the systems mandated by the University are to be strictly followed by the college. • The University in all UG programmes has introduced Choice Based Credit and Semester System. University has introduced a system for both Continuous internal evaluation and End Semester evaluation (ESE). • In tune with the reforms made by the university, the internal evaluation system of the college is revised from time to time. The college has introduced the Continuous Internal Evaluation (CIE) system for internal marking at the institutional level. • The evaluation methods, both Continuous Internal Evaluation (CIE) and End Semester Evaluation (ESE), are communicated to the students through the college notice board after the student gets admission in the college. • During orientation, the students are given a clear idea about the syllabus and evaluation procedures. The entire internal evaluation process involves classroom evaluation, internal tests and assignments or book review. • Tentative dates for two unit tests are planned by the IQAC and it is confirmed after discussion in the meeting of Examination Committee. • The examination committee prepares the unit test schedule. They are informed in advance through notices to help students plan for exam preparation. The date for submission of internal marks has been fixed. The Examination Committee continuously monitors the implementation and frequency of

evaluation methods. Notifications issued by the University from time to time are communicated to the students. • The college grants 30 marks out of which 20 marks are allocated for the student's performance in written internal evaluation examination, 05 marks are given for Assignments/project work writing and 05 marks attendance and presentation are allocated for the students. • After the conduct of internal unit test examinations, the answer sheets are evaluated within the stipulated time and the scheme of evaluation is made transparent to the students. After the internal unit test examination, the faculty discusses the common mistakes made by the students and helps them how to overcome such errors during classroom work. Suitable remedial coaching is provided to make slow learners better. • The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal examination. • Retest examinations are conducted for students who have not attended the internal examination as per the timetable due to unforeseen reasons. • The mark sheet of internal marks is prepared with utmost care and displayed on the notice board and complaints, if any, are addressed by the faculty.

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

• The Institution is affiliated to Hemchandracharya North Gujarat University, Patan and the University prepares the academic calendar. • The College prepares its academic calendar accordance with University Academic Calendar at the beginning of the academic year. The academic activities and schedule of examinations is generally worked out according to the academic calendar provided by the University. The objective behind the preparation of academic calendar is that there should be maximum working days to complete the syllabus and CIE. • The college academic calendar is displayed on the notice board of the college so that the students can know well in advance, the manner in which the programs will be conducted. • During the orientation of new students, they are informed about the academic calendar of the college and the CIE. • The Principal conducts meeting with the HoDs and Staff regarding smooth implementation of the academic calendar. • HoDs also hold departmental meetings and inform their peers about the conduct of CIE (Continuous Internal Evaluation). Out of 30 internal marks of each course 20 marks are allotted for student performance in written internal assessment examination, 05 marks for writing assignment/project work and 05 marks for attendance and presentation students. • Assignments are given well in advance and the departments ensure their submission as per schedule. In every semester assignments are given and evaluated continuously. The continuous internal evaluation helps the students. • Internal marks are displayed on the notice board to ensure transparency and correctness before being forwarded to the university. • All matters related to assignments, HoDs discuss marks and performance in meeting. • The Heads of the Department monitor attendance and progress of the student every year. • The institute follows University Academic Calendar for major activities during the year.

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)

https://www.nimacollege.in/pos-psos-cos/#

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage

BA	BA	Sanskrit, English, Gujarati & Hindi	63	54	85.71

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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)

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https://www.nimacollege.in/feedback/#1682593876519-78a16cdb-e412

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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
Nill	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
NIL	NIL	

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	Nill	NIL

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

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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)

International	Gujarati	2	2
International	Hindi	3	3
International	Hindi	2	0
International	Sanskriit	1	0
International	Sociology	1	0

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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
Sanskrit	1

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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	2017	0	NIL	0

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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	2017	0	0	NIL

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	1	0	0
Presented papers	11	9	1	0
Resource persons	0	1	0	3

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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
World yoga Day	NSS	10	67
Sahayoga krstayajna Trasta	NSS	2	43

-Visit			
Two Days camp (meu-padharia) : Health Awareness and Clean Village	NSS	2	55
NSS DAY	NSS	2	59
Voters Day	NSS	2	103
Gandhi nirvana din	NSS	4	46
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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	NIL	NIL	Nill
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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 activites	Number of students participated in such activites
Health Awareness	College	Cancer	3	75
Social Awareness	Election Commission	Matdan Jagruti Abhiyan	5	69
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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
Beauty care workshop	46	Institute	2
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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
Carrier Guidance	Carrier opportunity in Abroad	Guidance Centre and All Gujarat Womens Organization SHAKTI MANCH	29/08/2017	30/08/2017	46

	Maninagar, Ahmedabad			

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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
All Gujarat Womens Organization SHAKTI MANCH	12/02/2017	Training /Job-Placement	46

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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
323933	323933

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	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 patially)	Version	Year of automation
SOUL	Partially	2.0	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	1577	111705	26	3294	1603	114999
Reference Books	8389	1585551	0	0	8389	1585551
Journals	51	24257	0	0	51	24257
CD & Video	395	22971	3	0	398	22971
Others(specify)	3	6000	0	0	3	6000

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	Nill

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	25	1	1	0	0	2	9	0	0
Added	0	0	0	0	0	0	0	0	0
Total	25	1	1	0	0	2	9	0	0

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

0 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	NIL

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 incurredon maintenance of physical facilites
103739	103739	220194	220194

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)

Infrastructure Maintenance Policy Introduction: Nima Girls Arts College, Gozaria owns and operates a wide-ranging infrastructure to deliver its curricular and co-curricular programmes. The institution has developed a customary system for the maintenance and utilization of all the infrastructural facilities using the locally available human resources. The document provides a management framework and an outline on the allocation of responsibilities to ensure effective use and maintenance of the existing infrastructural facilities The institution eagerly insists on credibility and transparency of all the transactions and it revers social audit more than anything else. As a manifestation of this ideal, institutional governing body, an IQAC and Campus Developmant Committee etc. are constituted to administer all the purchases made in the campus. There are ample guidelines legislated for the Committees to exercise their powers judiciously. The Planning Committee draws up and submits

its proposal with a solid vision of the institutional progress occurring over a long period of time to come. Moreover, the Committee assists the college in drafting proposals and budgets to obtain the financial assistance from the various concerned organizations such as UGC, other state government bodies and donors etc. The committee ensures proper implementation of the sanctioned schemes and the equitable distribution of the funds allotted. The Planning Committee is headed by the Principal and a Convener and other faculty members. Maintenance of Classrooms, Furniture and DELL: The classrooms with furniture, teaching aids and Digital Education and Learning Lab are maintained by the respective departments and supervised by the respective Head of the Department and the concerned committee also. The HoDs report to the administration periodically for all the maintenance works. Minor repairs are registered in a register, maintained in the office and are attended on the high priority basis. Students optimally utilize all the classrooms and washrooms during the daylong working hours and are also mentored to upkeep the furniture. Classrooms and washrooms are cleaned regularly by the sweepers. Students are regularly informed regarding cleanliness and motivated for energy conservation by the careful usage of electricity in the classroom. Repairs and maintenance for furniture, building, electrical and lighting appliances are routinely undertaken and are outsourced to the locally available human resources. The HoDs superintend the college timetable along with the curricular, co-curricular and extra-curricular activities in the institution. Facilities available in the Departments are maintained and managed in such a way that they are freely accessible to all the students, but strictly monitored by a member of the faculty, who is in charge of the particular class as the Group Mentor. The research-related facilities are made use of by the research scholars under the supervision of the research guides in the academic staff of the institution on the time-sharing basis. Maintenance of Physical Facilities: The physical facilities are maintained by the Campus Development Committee which comprises competent faculty members and members from the statutory body. The services of plumbers, electricians and computer analysts are available round the clock in the campus. The electric-helper is responsible for the uninterrupted power supply

https://www.nimacollege.in/wp-content/uploads/2023/03/Infrastructure-Man.-Policy.pdf

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	Student Relief Fund	7	7835
Financial Support from Other Sources			
a) National	Post Metric-ST, SC, OBC, PH, EBC Scholarship	161	389130
b)International	NIL	0	0
[View File]()			

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 implemetation	Number of students enrolled	Agencies involved

Computer Training Workshop	18/12/2017	55	institute

View File

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 passedin the comp. exam	Number of studentsp placed
2017	NIL	0	0	0	0

View File

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		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	NIL	0	0

View File

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	1	BA	Sanskrit	College of of Education, Vadasma 01	Bachelor of Education
2017	1	BA	English	Marchant Instityut of Post Grejyuet cours, Visnagar = 01	PGDCA
2017	2	BA	Gujarati	1) Dhi Nyu Progreshil College of Teachers of Education, Mehsana 01 (2) Shri	Bachelor of Education / MSW

| 2017 | 1 | BA | Hindi | S.T.T. College, Visnagar =01 | Bachelor of Education |

| | Sarvjanik M.S.W College, Mehsana 01 | |

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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
Any Other	1

[View File](#)

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

Activity	Level	Number of Participants
Weight Lifting	University Level	8
Power Lifting	University Level	8
Ahlatich	University Level	7
Teachers Day	College Level	28
Matikama	College Level	6
Rangoli	College Level	12
Mhendi	College Level	26
Sidhracitra	College Level	9
Keshagoonfan	College Level	8

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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	NIL	Nill	Nill	Nill	Nill	Nill

[View File](#)

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

Yes, The college has a student council consisting of faculty, general secretary, 5 committee members including ladies' representative, a representative of cultural activities, sports, NSS, three toppers in university examination from each class. The council functions under the leadership of senior faculty, who encourage students to take decisions. The representatives along with the LR, take decisions regarding the arrangement of various functions and organize the program themselves. Necessary guidance and support is provided by the concerned faculty. Student representatives in various college committees for academic, co-curricular and extension activities play an important role in coordinating and co-operating in the planning of these college activities. The council plays a major role in New Arrivals, Teachers

Day, various other days, national festival celebrations, farewell ceremonies and annual day celebrations, picnics and study tours and Navratri festival celebrations etc. Funds required for Functions/programs is borne by the college and the concerned council actively participate in the relevant programmes. Moreover, the various councils discuss the problems faced by students and their needs of educational infrastructure and other facilities. The council has also been asked to give due time for internal examination. The main role of Library Advisory Committee is to upgrade library facilities and increase the usage of library. The committee always welcomes suggestions from students. The committee conducts various activities like book exhibition on certain days. The Cultural Committee organizes various cultural events such as the annual programme of the college, cultural events, preparing the students to participate in various competitions in the University Youth Festival. The NSS committee organizes all kinds of social activities. NSS conducts once the special NSS camp in one of the nearby villages and conducts the activities of cleanliness, de-addiction and also for the uplift of the social awareness of the village. During the special camp such public awareness programs as rural sanitation, awareness rally on social issues, lectures on women empowerment, organizing blood donation camps, tree plantation are carried out. Among the various other programmes arranged by the college through the conscious support of the students' council include the celebration of the birth and death anniversary of great personalities such as Gandhi Jayanti and Sardar Jayanti celebrations, AIDS awareness programme, Decreasing the rate of Female Foeticide, Voters' Awareness Programme, Eye Treatment Camps, and cultural programs for social awareness. etc. Unnat Bharat is also an active campaign under NSS under which college has adopted one of the nearby villages. The vibrant N.S, S. unit of the college arranges various programmes of societal and public awareness programmes, specially meant for the adopted village.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

140

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Once in a year social activity

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)

Decentralization and participatory management are seen in the functioning of the organization at various locations at levels. Effective leadership is always visible in various organizational systems. Administration of The organization is decentralized. Management, principal, IQAC and faculties work in a consistent manner for this. Implementation of policies and plans. The management oversees to promote and sustain quality. The Principal and HoDs are given total academic liberty by the Management. The management provides an opportunity to the teaching and non-teaching staff appointing them on various

committees of management like Campus Development Committee. At institution level various committees have been constituted to plan and monitor the functioning of different departments. The IQAC takes specific steps through deliberation and interactions by obtaining feedback from departments and faculty. IQAC regularly reviews the teaching-learning process at six monthly meetings. All the faculty members participate in the decision making by providing suggestions from time to time in oral form. They also figure in the academic and administrative committees of the institution Students Grievance Redressal Committee, Discipline Committee, Library Committee, Research committee and Campus Development Committee. All the committees have been formed with a judicious combination. The college prepares its institutional budget. The library committee also prepares the budget in advance. The students of the institute also play an effective role in decision making. Students, alumni, parents and staff are included by the institute in the formation of various committees. Under the efficient leadership of the Principal, the IQAC also plays a vital role in college administration. Enough autonomy is given to all HoDs to run their Departments in accordance with the vision, mission and objectives of the college. Collaborative Autonomy to the Departments Every department is given autonomy and flexibility to conduct various activities within the department like Workshop, Project work, Seminars, Mentoring programme etc. Participatory management is achieved in this institution through transparency and reliability. Decentralization and participative management in the institution in practice is shown in College Annual Day and Prize Distribution Function: The Institute organizes Annual Day and Prize Distribution function to encourage meritorious students and outstanding performers in various activities in the college, University and other levels of competitions each year. The function is a unique example of participative management as the Principal, IQAC, Teaching- Non Teaching staff, students, Alumni, Parents, Management, External Speakers, and other stakeholders are present and actively involved in the preparation and execution of the event. After deciding on a mutually convenient date for the function various meetings are held and all the stakeholders are involved. List of meritorious students, winners and outstanding performers is prepared by respective departments, committees. Guest for the function and external speakers are decided and invitation is conveyed. Alumni and Parents are invited. Students perform various cultural and entertainment programmed. The President and the Secretary are present and through the presentation of the annual report all stakeholders are made aware of the activities and achievements of the institute.

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
Library, ICT and Physical Infrastructure / Instrumentation	Our management always focuses on providing infrastructure and facilities as per global standards. Classrooms are equipped with LCD projectors and screens along with audio visual system. The college has Xerox facility with duplicator, generator with 40 KV, scanner printer etc. The college has its website www.nimacollege.in which provides detailed information about the institution and its activities to the students, parents and other

		stakeholders. The college also has a CCTV camera system with DVR. Regular maintenance is also done with the help of UGC.
	Human Resource Management	After discussion with the management, the Principal informs the University and the State Government about the shortage of faculty and staff. As part of it, visiting faculty, computer operator, junior supervisor for internal as well as external examination are facilitated. Sometimes, qualified teachers are invited on remuneration to provide guidance on various skills and employment programmes.
	Industry Interaction / Collaboration	We have signed MOU with educational institution, hospital for organizing various social activities, health and hygiene related issues, conducting examinations, various educational, research and research. We have been successful in organizing programs of employment related activities.
	Admission of Students	The minimum percentage of marks at entry level for each program offered by the college is 35 in H.S.C. Level colleges offer only general undergraduate courses, so the minimum percentage of marks at this level is 35.
	Curriculum Development	The University frames the curriculum of all subjects to be delivered in affiliated institutions. Accordingly, this institute has introduced choice based credit system with core courses, optional courses, skill oriented courses, foundation courses as well as job oriented courses.In the course monitoring and evaluation process, assignments, projects, seminars are organized for all students for their internal evaluation. For effective curriculum delivery, teachers are truly critical internal role players in implementing, evaluating and imparting quality education to students.At the micro level, the curriculum and its teaching mission are set to develop in every student critical and creative thinking, evaluative ability, communication skills, team spirit, inventive and innovative attitude and competence in all programs.To achieve the above objectives and the mission of effective curriculum delivery,

	generally all teachers are sent for training like orientation programs, refresher courses, faculty development programs.
Teaching and Learning	IQAC Education focuses on the quality of education and through this, new technologies and structural improvements in the education process are suggested and introduced. Our admission process is transparent and very clear. We also maintain the reservation policy of the state government. Students are given a prospectus at the time of admission which contains detailed information about various subjects, co-curricular activities, NSS, sports and other essential information offered by the institute under the CBCS system. The orientation program also informs the students about the academic as well as co-curricular activities of the college. The class room is equipped with LCD projector acrylic board, lecture stand, interactive panel board, HOP, visualizer. LCD projector, laptop, CD are used for teaching and learning process. Students are encouraged to attend Sandhan, a live learning program of the state government. Tests and book review are mandatory as part of continuous assessment.
Examination and Evaluation	Assignment, book review and presentation are compulsory as part of internal assessment. The feedback format fixed by IQAC is distributed to the students, covering all the information related to the teachers performance. The data thus collected is evaluated, analyzed by the committee. Corrective action is taken. The teachers concerned are contacted individually and informed confidentially about the result of the internal evaluation.Students are given freedom to approach the HOD and Principal at any time. Our cultural activities and competitions held in our college help us to evaluate their talent. Their various talents are evaluated and encouraged by giving them prizes.
Research and Development	The institute encouraged research and development. The college already has a local research committee which encourages faculty to participate in various seminars and workshops. 2

Faculty are encouraged to undertake research and book publication work. As a result, UG minor research projects have been completed. Apart from this an annual report has been published by the organization. Three faculty members are Ph.D. In addition to the manuals, most of the professors have published their research books.The college has organized many programs like Blood Donation Camp, Thalassemia Awareness Programme, HIV AIDS Awareness Programme, Human Rights Workshop etc. among other activities and NSS has played an important role in the overall development of the students and prepared them for national responsibility. Special coaching and guidance is also provided regarding various competitive examinations under Career Counseling Cell, UGC sponsored Entry in Service Programme, Odisha and Gnanadhara.

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

E-governace area	Details
Planning and Development	The head of the organization is always eager to fulfill the stated vision and mission. It prepares a plan and calendar of academic, co-curricular and co-curricular activities that can help in achieving the vision, mission and objectives of the institution. After discussing and planning with the faculty, the Principal organizes expert lectures, various university level camps and trainings etc. and thus tries to fulfill the vision and mission.He consults and assists the in-charge of the committees and organizes programs for extension activity and thus works for the benefit of the students and the local community. To improve the quality of various activities and infrastructure, it analyzes the feedback of the stakeholders and takes steps to improve it.It encourages faculty to participate in workshops, seminars. Conferences and encourage them to carry forward and publish research articles, projects and books. It also encourages students to participate in workshops, seminars, camps etc.
Administration	The institute has an integrated structure for quality assurance of academic and administrative activities.

	For the smooth functioning of the administrative department, the principal and the clerk distribute the work and analyze the requirements. Office management was computerized under this internal quality improvement framework. With computerization, the admission and examination process has become faster and more accurate.The administrative process regarding the scholarship is also completed quickly. In order to provide appropriate and qualitative services to the faculty and students, the administrative staff is trained and oriented. They were also given computer training. A continuous supply of water and electricity is maintained. Regular internal and external audits are conducted.
Finance and Accounts	An accountant maintains accounts which are monitored by the authorities. There is a system of verification, rechecking and crosschecking of accounts by the authorities. Besides, management arranges for internal audit at least twice a year by C.A. IQAC, Finance Committee and Library Committee take decisions in case of expenditure of UGC grants. All purchases are made through tender system.Apart from this, the accountant writes the accounts of the college regularly on a daily basis. Rs. Amounts above 500/ are paid through Cheque, Public Finance Management System, DD, RTGS and other digital devices. At the end of each financial year, written accounts are sent to the internal auditor appointed by the governing body. If any mines are found in the written accounts, they are returned to the administrative office. After revising the query it is again sent to the internal auditor for finalization.The entire process is transparent. Finally, the account is sent to our respective Chartered Accountant. After verifying all bills and vouchers, C.A. A certificate with stamp is issued. Also C.A. Audit, AG Audit of the State Government is done properly as per the rules and regulations of the State Government.
Student Admission and Support	Various extension activities are conducted keeping in mind the overall development of the students. Thalassemia test is done every year by paying Rs.100/ in collaboration with

	India Red Cross Society. Students are encouraged to participate in various competitions organized by the University Youth Festival. Various days are celebrated with great enthusiasm for the all-round development of the students.Students are also encouraged to join NSS and various add-on courses like Personality Development, Computer Skills, Sewing, Knitting, Communicative Skills etc. Students are also encouraged to participate in indoor and outdoor games organized by the university. Sports specific training is also provided by the Physical Director to perform well.Students are also encouraged to participate in cultural programs organized by the university. Special training is also provided to selected students.In short, all the students are awarded prizes, certificates and awards in the prize distribution function. Under the Poor Student Relief Fund, the student who is really poor and does not get any kind of government assistance. scholarship, the college has paid their admission fee of the particular semester. To enhance employability, students are provided special coaching and guidance under Career Counseling Cell and Odisha.Various committees like Student Council, Student Grievance Redressal Cell and Womens Cell have been constituted for the purpose of addressing the grievances of the students. A first aid box is available in the college for health related problems. Students are encouraged to participate in various co-curricular activities and Saptadhara program.
Examination	Project work, Assignment, book review and presentation are compulsory as part of college internal assessment. In every semester, an internal examination is conducted as part of internal assessment.

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
2017	NIL	NIL	NIL	0

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)
2017	NIL	NIL	Nill	Nill	Nill	Nill

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
Faculty Development Programmes	4	30/04/2018	05/05/2018	6
Short Term Course	1	28/05/2018	02/06/2018	6
ACFD	1	06/11/2017	10/11/2017	5

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
11	11	9	9

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
11	09	292

6.4 – Financial Management and Resource Mobilization

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

Institution conducts internal and financial external audits regularly The Accountant, junior clerk and the Principal jointly scrutinize and verify the financial data regularly. They follow the directions from the Higher Education department and external Chartered Account for this internal audit. At the end of every financial year, the annual financial statement which is inclusive of all the receipts and expenditure is prepared and sent to the authorities in the Department of Education. Even the college management has appointed internal auditor for internal audit of the college. After the scrutiny and checking of expenditure of the institute by an internal auditor, it is forwarded to the recognized CA. Here it should be noted that, every year, in time audit of the institute is done. Financial Audit of the Grants and fees sanctioned by the Government The college seeks the services of an external auditor for the final audit in March every year. All financial documents of this period are submitted to the external auditor, Chartered Accountant for Verification and Audit

Certificate. Omissions or errors, if any, reported by the Chartered Accountant are corrected as per his directions and the final balance sheet report and certificate are issued by him. Recently, the A.G.Audit of the government from the Department of Education visits the college and inspects all the files related to financial matters of all the schemes that the college has availed of. They submit the audit report to the concerned officer of Education department. Any correction, if required, has been effected on the basis of the audit report and clarifications called by them are submitted as audit reply. Financial Audit of the Management account The Accountant, junior clerk in the college keeps the daily financial transactions on behalf of the Management. He executes the decisions and policies of the management relating to financial and other matters in the college. The management auditor visits the college at the end of each year and examines the accounts, prepares the journal and ledger, and submits the report to the management at the end of the year. Therefore, the internal audit is first audited by the college auditor and then it comes at the end of the prepared financial year. Annual Financial Statement and Final Audit Report.

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
Philanthropies	10900	Encoragement to students for Better Performance
View File		

6.4.3 – Total corpus fund generated

10900

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	-	No	-
Administrative	No	-	No	-

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Social activities, Cultural programs, Prize distribution.

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

Use of ICT for faculty, Yoga and use of computers for administrative.

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

Reading facility and taken initiatives for regular cleanliness and maintenance campus.

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
2017	Beauty Care Curriculum	27/07/2017	29/08/2017	30/08/2017	46
2017	Introduction of Mentoring System	27/07/2017	13/07/2017	22/01/2018	137
2017	Personality Development Programme	11/11/2017	20/12/2017	21/12/2017	50
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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
Health Awareness and Clean Village	20/12/2017	21/12/2017	75	0
Mahila AarogyJagruti Rally	03/02/2018	03/02/2018	66	0
Mahila Jagruti Abhiyan	02/11/2017	03/11/2017	75	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
Use of solar energy to save energy, save environment, Program, Tree Plantation Day Celebration, Ozone Day Celebration

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	21/06/2	1	World	Social	67

2017	1	1	017			yoga Day	
2017	1	1	22/06/2 017	1	Tree Planation	Environme nt Protec tion	44
2017	1	1	23/09/2 017	1	NSS DAY	NSS	59
2017	1	1	25/01/2 018	1	Voters Day	Social	103
2018	1	1	30/01/2 018	1	Gandhi Nirvana Din	Social	46

[View File](#)

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	Nill	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World yoga Day	21/06/2017	21/06/2017	67
Tree Planation	22/06/2017	22/06/2017	44
Gandhi Nirvana Din	30/01/2018	30/01/2018	46

[View File](#)

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

Tree plantation

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices- I 1. Title of the Practice: Daily Diary System: For the employees 2. Duration (year of inception-year of discontinuation): 2017-18 (June – 2017 to March – 2018) Yes 3. Objectives of the Practice: To increase the accountability and responsibilities towards the task assigned. It could be used as an effective tool for monitoring the way of working as well as workload of our employees. 4. The Context: Regular entries needed to be done every day. This practice will be maintained regularly, and to push oneself to go further. It will boost the performance level naturally. Regular practice will show their faithfulness towards the duties and practices. If this practice is not maintained properly it will become the main cause of negligence and latter lead to data discrepancy. 5. The Practice: As stated above there is a good chance that employees himself assess his abilities and performances and can review and improve it whenever he feels free. This positive practice will always support them for future planning in the long run. Daily diary may support this institution and other agencies to collect authentic recorded data for research and planning as well as to develop the teaching learning process and to achieve higher goals. This personal data will always support the concerned faculty to develop and improve in all his activities. It will be easy for the higher authorities to check the employee's activity. Diary will help user to teach and complete his syllabus according to curriculum development for him to find out also easy. The first areas of study and practices daily diary involve the user

in his best practice. 6. Evidence of Success: Use of the above practice is now showing results as a feeling of confidence and faith in themselves and also saves their precious time and effort. Management of various resources has now become very easy. Discipline and attentiveness among students and administration has increased. This practice has increased time management for particular task. 7. Problems Encountered and Resources Required: This daily diary practice we adopted from the beginning, hope that by maintaining this fruitful practice regularly we can overcome problems and challenges easily. 8. Notes: (Optional) Always willing to utilize our previous experiences and provide any level of assistance required by other organizations to implement these best practices in their respective organizations. Best Practice- II 1. Title of the Practice: Students Daily Attendance 2. Duration (Year of Inception-Year of Discontinuation): 2017-18 (June – 2017 to March – 2018) Yes 3. Objectives of the Practice: To increase the student presence in class room during teaching hours it will transform as an effective tool to motivate students towards their studies and to achieve future goals. 4. The Context: Student's attendance is taken regularly (per day). Reasons being if we leave it for a day this will be taken for granted and will develop as a habit. Such negligence in long run will become main cause for low quality and ability as well as lack of seriousness among students. It is the teachers first duty to maintain the student's presence recorded regularly and at the same time it is his social and moral responsibility also to effectively counsil them to attend the classes regularly. 5.The Practice: To implement this daily attendance record practice more effectively College has recently imposed a fine for not attending class without any valid reason or prior information per day basis. Continued absence for a week or more can lead to his/her expulsion from the college. Before implementation of this practice, the teachers always face the problem of irregular and low attendance among students. • Due to low attendance teachers had to repeat their lecture for those who weak and not present in their pervious lectures. • This regular malpractice leads to the non completion of syllabus and at the end of the semester. • Regular absents of the students does not allow the teacher to take some collective decisions and discussions on time to prepare particular programs for future and there is a regular loss of precious time and opportunities. 6. Evidence of Success: Evidence of success of this practice is the informal positive feedback which we have received from our students. We have also witness a sense of accountability towards the task from the staffs. We have also observed that there is a significant increase in the presence of the students in the class room and campus activities. Day to day activities has also increased. Students and staff both are working positively to achieve their pedagogical and learning outcome at required time. This practice makes it possible for planning and exercise of various sporting, cultural and eventful activities in and out side campus and university. - Completion of course on time makes it possible to conduct examinations on time. - The regular presence of students is always a challenge for teachers to satisfy their learning thrust. Therefore the activities themselves are made more informative to meet the academic demands. Improved methods in teaching and learning is noticeable evidence of success 7. Problems Encountered and Resources Required: During the initial stage of the implementation of the practice of imposing fine and punishments we have speculated that we will face resistance from students. Since this practice was complimented to enhance the spirit of the students and responsibilities of the tasks assigned to the office and teaching staff. We a have made them understand that now this process will help us and the students in a long run. Main focus was given to the student's attentiveness. The main element of this process was a collective declaration of the students and staff and that was the self belongingness towards their institution and their future goals. 8. Notes: (Optional) In the initial stages it was seen as a practice to penalize the absent students but later on it was found to be very fruitful for all the students and teachers and of course the

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

https://www.nimacollege.in/iqac-minutes/best-practices/#1684404835156-308caae1-91c8

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

Nima Girls Arts College, Gozaria is one of the leading institutes of higher education for girls in the North Gujarat region, affiliated to Hemchandracharya North Gujarat University, Patan. The College has been awarded 2(f) ,12(b) and was accredited 'B' (2.44) grade by NAAC in the year 2011. The institution works with specific vision and mission to provide higher education to the (mostly poor) girls of rural and surrounding area and strives to make overall development by educational and co-curricular activities. The vision of Nima Girls Arts College, Gozaria aims at attaining excellence of students in academic world and preparing them for 21st century world to inculcate the skills and values needed in real life and above all making them responsible citizens and human beings. Our NSS unit is the heart of the college throbbing with activities quite in tune with the vision and mission of the college. With the purpose of developing the latent abilities in personality of the students, the college organizes various activities like sewing, knitting and embroidery activities, celebration of various subject days, knowledge week, English speaking contests, Debates, Music, Acting, Traditional Day, Essay writing, Quiz, G.K. Test, Navaratri celebrations, Tours and Picnics etc. and many other activities are organized. The college possesses a well-furnished Digital Education and Learning Laboratory, which is used in imparting computer education and English language learning to nearly computer-illiterate girl-students of college representing the adjoining rural area. Apart from this, through its social activities our institute has established a well-built bond with the local community and is popular for its compassionate keenness in surrounding areas. College possesses a spirited and dynamic National Service Scheme (N.S.S.) Unit which includes active volunteers, always ready to serve in any difficult situations. The unit regularly organizes Blood Donation Camps, Distribution of clothes among the needy ones, Rallies for dissemination of general awareness among the villagers and thus inculcates significant values and ethics like cleanliness, discipline, courage, self-confidence and humanity among students. It creates awareness about de-addiction, superstition and illiteracy, girl education, women empowerment, female infanticide etc. among the people of Gozaria and surrounding areas. Our volunteers not only served the surrounding areas of Gozaria but also helped and provided immediate help to the needy families in remote areas too by organizing a 'Kapda Yajna'. This unit has also organized 22 special Shibirs (weekly Off-Campus Workshops) in nearby villages every year. Till today, the unit has organized this kind of off-campus workshop-Shibir in 20 villages. During these days of off-campus workshop, volunteers organize various activities of social awareness and campaigns along with carrying out a weekly residential stay among the villagers. The unit always remains vigilant and alert to fight against any natural or man-made calamities. It plans various programmes and collective extension activities for national and social awakening. It also organizes activities like rally, blood donation camps, and self-protection training sessions in collaboration with the CWDC unit of the college, celebration of Republic and Independence Day and many other events of national importance.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

1. To encourage more research publication with ISBN/ISSN number. 2. Students maximum participation in co-curricular and extra-curricular activities. 3. To encourage more participation students in competitive examinations. 4. To increase the number of girl-scouts in NSS. 5. To ensure the participation of more students in skill-based programs. 6. To ensure the participation of more students in add-on courses. 7. To enhance the significant measures of hygiene, not only in the college-campus but also in the entire town of Gozaria through the rallies of disseminating awareness. 8. To focus on research work.