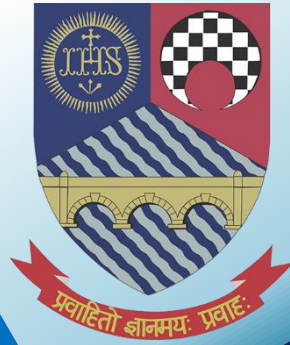




ST. XAVIER'S COLLEGE (AUTONOMOUS)

Report of the Internal Academic
and Administrative Audit
Assessment Period: 15th June 2022 to 30th May 2023



AUDIT REPORT 2022-23

Report of the Internal Academic and Administrative Audit

Assessment Period: 15th June 2022 to 30th May 2023

ST. XAVIER'S COLLEGE (AUTONOMOUS)

Navrangpura – Ahmedabad.



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OVERVIEW AND COMMENDATIONS AND HIGHLIGHTS

The pursuit of quality has been continuously boosted and kept vibrant at St Xavier's College Ahmedabad (Autonomous)(SXCAA). The college has ensured ongoing progress in this journey, and has to date completed 4 cycles of NAAC accreditations. The most recent one was **on 21-22 June 2022** during the time frame of this internal audit. The institution was awarded an A+ grade with a numerical score of 3.27 which ranks it as a frontline educational enterprise. The College has thus maintained its quality features in a distinctive way, as a lead institution in the State of Gujarat and also in the Country at large.

SXCAA aspires to continuous growth as part of its vision, mission and commitment to the field of education, and has picked up on the requirements of the quality journey and mandated an internal audit for the academic year extending from 15th June 2022 to 30th May 2023. Accordingly, a team comprising of the following members:

- (Dr) Fr Vincent Braganza, SJ (former Principal) Chairman
- Dr Mallika Sanyal (Vice Principal, Science and IQAC coordinator)
- Fr Ramesh Macwan (Treasurer and Campus Development Director)

was appointed to serve on the Internal Academic and Administration Audit Committee (IAAAC) of the college, In June 2023. **The dates for the institutional visit of the team were 6th and 8th September**

The IQAC unit of the college prepared a format to gather appropriate data from the various departments and administrative units of the College. The format solicits data corresponding to areas related to the last report of the NAAC accreditation team e.g. research and student progression, besides others. The format was shared with the IAAAC and after their review and feedback, the forms were appropriately updated. Soft copies of these were then sent to the departments and administrative units of the college, in the month of July. (See Appendix I for a copy of the Academic Administrative Audit Report Form-(Triple AAA form).

Appropriate instructions and the deadline for returning the filled in forms to the IQAC team were communicated. Data in these forms were solicited from the following departments and administrative units, and were forwarded by the IQAC team leader to the members of the IAAAC for their review:

Departments:

- 1) Sanskrit.
- 2) Economic
- 3) Gujarati-Hindi
- 4) Psychology



- 5) English
- 6) Zoology
- 7) Physics-Electronics
- 8) Communication (Theatre & Production Management)
- 9) Chemistry
- 10) Botany
- 11) Biochemistry & Biotechnology
- 12) Computer Science
- 13) Commerce
- 14) Mathematics
- 15) Statistics

Administrative and Support Units:

- 1) College Office
- 2) IQAC
- 3) SF – Office
- 4) Examination Office
- 5) Library
- 6) Boys Hostel

Based on the data in the forms that were received from the departments and administrative units a useful summary report for each in a format (See appendix 2) was prepared with the help of the IQAC team of the college. These were made available to the IAAAC to facilitate their site visit of the institution.

A time table was drawn up and after approval was shared with the departments and various units. Departments were permitted to prepare a power point of their data submitted in the triple A forms. Several departments made positive and constructive use of this opportunity, which is appreciated by the IAAAC.

SIGNIFICANT ADVANCES:

As mentioned above the college has been reaccredited for the next cycle with an A+ grade.

In the NIRF ratings it has secured 96th Rank and the college has been approved for extension of autonomy for six more years till 2026 after a site visit by a review committee, on the 9th and 10th October, 2021

In view of the incumbent principal in charge's imminent retirement in the next academic year June 2023-24, a 3-member search committee was appointed by the management of the college. They



interacted with the various stake holders of the institution, and reviewed possible candidates for the next Principal, bearing out that the management moves in a timely fashion for leadership selection.

In order to facilitate the Principal-designate to assume charge, an overlap period between February 2023 and May 2023 for handholding and handing over was agreed upon. This is recognized as a positive, constructive step in governance and is commended.

Processes were set in place to approve and start a new department of Communication (Theatre & Production Management) from June 2023. This has brought the college to the platform of the performing arts and enables students to explore a new area for future careers from the perspective of personal talents. Care has been taken to ensure that the courses of this new venture are aligned with the quality initiatives of the college and it's Vision Mission.

The process was also set in place to approve and start BA psychology a self-financed program.

A self-financed MSc program in Botany and has been implemented and is in its first year.

The initiative to conduct this internal audit on an annual basis is a positive step to ensure incremental advances and target setting in the institution's quality journey. All departments and admin units have come on board for the process. This augurs well for the future growth of the institution for strategic planning and goal setting.

Several departments e.g. physics-electronics; biochemistry-biotech; psychology; to name some, have success stories that are exemplary, corresponding to some of the quality criteria, and are capable of inspiring other departments to reach for greater heights.

From the learning perspective of the students a range of learning tools are used by the teachers of the institutions like study tours, excursions, expert talks, star batches, apprenticeships, performance improvement batches etc.

Hindi has been incorporated into Commerce and BCA programs with a positive impact. This is a commendable step and is a positive move to ensure its cultural impact on the students and the institution.

The use of WhatsApp groups for various stake holders to facilitate information exchange and promote various aspects of the institution for its educational objective is encouraging.

Posts that are vacant in the Aided College are followed up for NOC from the government, and in the meantime the management supports ad hoc teachers to fill the vacancies to ensure the implementation of the curriculum. The willingness of the management to finance in the interim, posts awaiting approval is to be commended and reflects positively its commitment to ensure an effective teaching environment.

The College is a Grant-in-Aid College that has also ventured into the self-financing space. A vice-principal has been appointed for the self-financed courses to oversee their implementation and financing in coordination with the Principal and the management of the college.



Teachers across all departments are involved in the various committees of the college and participate in carrying out the responsibilities assigned to them, thus enabling the even distribution of duties to enable efficient growth of the institution in its various dimensions.

Setting up of the **micro IQAC** to collect data is a practical move that is bearing positive fruits in gathering data effectively from the various departments and admin units. This IQAC support is a useful means to give traction to data collection to enable the work of the IQAC cell for supporting the quality steps of the college.

The data obtained from the departments and admin units have been tabulated by the IQAC team to give a comparative overview of their performance corresponding to each of the criteria for evaluation. (See Appendix 3 for the various criteria tables across departments and admin units) Based on these tables the following aspects of the institutions are worth highlighting under the various performance criteria and headings given below:

I. CURRICULAR ASPECTS:

General remarks and commendations:

A significant feature of an autonomous institution, is the updating of courses to keep them currently relevant. St Xavier's College (Autonomous), Ahmedabad in the assessment period of this report has demonstrated that the impetus in this direction in the Board of Studies of the various departments is positive.

Courses have been revised, and new ones have been devised and approved for the year. Initiatives to include and focus and reflect Gender issues, Human values, Ethics, SDG's have also been integrated into the courses in the various departments. Changes have been introduced taking on board the stakeholders like Industry representatives, Alumni, academic peers and parents and current students.

Factors like employability, entrepreneurship and skill development have been included in the respective courses by the departments for the overall growth of the students.

Based on awareness of the present educational scenario, Self-financed courses were planned by a few departments to meet the demand for the given subject.

The efforts of a few departments to provide experiential and practical based learning along with research to the students are notable.

Recommendations:

- With the imminent NEP implementation, inter departmental Programs and Courses may be explored. MoU's with industrial houses and research institutions need to be signed and collaborative activities need to be promoted, with a view to fill the gaps in academia-industry linkages. This will also help in placements and promoting new start-up ideas.
- Each department needs to offer Value added courses or certificate courses outside the curriculum, leading to overall skill development. These courses have to be so designed as to



make them financially sustainable and also to attract the maximum number of students from target groups and communities. Moreover, the value-added courses already offered need to come under one umbrella and to be monitored and coordinated efficiently.

- A system to include credits earned from online government approved portals like Swayam NPTEL needs to be introduced. Research, field visits and other modules of experiential learning should be included in the curriculum of each program offered by the departments.
- New courses should be designed so as to focus on cross cutting issues like professional ethics, gender equality, Human values and Environmental sustainability.

2. TEACHING LEARNING AND EVALUATION:

General remarks and commendations:

The insistence on delivery of course content is commended. 100 per cent of the syllabus is covered by almost all departments. This is done in a systematic way with all the teachers submitting lesson plans to HOD's.

The lesson plans are made available for students to follow up and coordinate participation in their learning process.

Teachers across the board have adopted Moodle for their classes, and several departments are also using e-learning resources, and other ICT tools to impart the curriculum and engage students in interesting ways to learn.

All departments have adopted the academic mentoring system and assigned mentees to all fulltime teachers to address the academic issues of the students.

The examination office has set up a robust exams structure with significant digitalization of the examination implementation processes and procedures.

The preparation of the annual report of examinations; the regular convening of the passing board and declaration of results within 25 days are encouraging.

Recommendations:

- With the implementation of the NEP 2020, it is highly recommended that the College explore more options for offering distance and online certificate courses.
- The mentor: mentee ratio especially in the Arts stream is skewed and can be addressed by involving peer mentors (students of higher semesters) in the mentoring process.
- The examination committee needs to be activated and regular meetings should be organized to receive feedback about the examination pattern and system. Following this, corrective action could follow.
- AI Software to set papers may be explored by the examination department to maximize fairness in paper setting.



- Question Bank repositories may be set in place for the benefit of students and staff for exam performance enhancement.
- The benchmark set up by NAAC recommends the declaration of results in less than 20 days; hence it is recommended to have a centralized assessment system. Centralized correction for more on time delivery of results at even semester TY UG and PG 4th semester may be organized as a priority to support students exploring their future in the wider world.
- A platform for grievances vis a vis examination e.g.; erroneous questions, out-of-syllabus questions, unequal distribution of marks; or a mechanism for reviewing of question papers and to address such grievances needs to be set-up
- Currently it seems the ERP platform is the monopoly of the examination system. Institution-wide awareness may be explored so that all components of the college are in a position to leverage its advantages.
- The admissions as an online system is related to the ERP platform and is currently overseen by the Exam section. Since the two functions call for independent processes the admissions may be delinked from the examination section for management under the college office.

3. RESEARCH CONSULTANCY AND EXTENSION:

General remarks and commendations:

The institution has continued its tradition of student and teacher research, and several departments publish research papers in recognized publications with impact factors, and citation indices of significance.

They also actively inculcate and encourage students into the research culture.

The Xavier Annals (with ISSN recognition) continues as an on-hand avenue to publish. The institution may consider peer review for accepting papers to be published in this institutional Journal.

The college has also set up a seed fund of Rupees 16 lakhs to support departmental and inter departmental research. This has brought about collaborations between departments of Economics, botany, biochemistry, physics etc and is commended. The College is encouraged to cumulatively increase this amount each year by 50% to reach a target of 100 lakhs in the next five years.

The procedure to invite proposals, review them impartially and for grants to be awarded has been set in place and has been implemented and has been welcomed by the teachers.

Departmental students research projects and awards which have been a tradition of the college are on track and have been continued.

A few teachers have also successfully received government and non-governmental funding for research.



Recommendations:

- Encourage collaboration between different departments and faculty members to promote interdisciplinary research. This can lead to innovative solutions to complex problems and broaden the impact of research activities.
- Expand the pool of PhD guides and thus facilitate more research initiatives and support a larger number of doctoral students. This can lead to increased research output and a stronger academic environment.
- Encourage and support faculty members in publishing their research in high-impact journals. Provide resources for manuscript preparation, editing, and submission.
- It is highly recommended that staff write external projects to various Govt./non-govt funding agencies, industry and corporate houses.
- It is highly recommended that staff apply for national/ international fellowship/financial support by various agencies for advanced studies/ research.
- It is recommended that college should now move towards having their own PhD programme.
- More awareness of research projects and guidance is needed in Arts/Computer Science/Commerce. Also motivate their staff to apply for SXCA seed money project grants.
- It is highly recommended that SXCA set up an ecosystem for innovations, Indian Knowledge System, IPR cell and Incubation centre for the transfer of knowledge/technology.
- Staff are encouraged to publish at least 1 or 2 papers/or book chapters in a year in peer reviewed journals.
- A proper consultancy cell and its policy and implementation among the staff, may be explored.
- Start more activities under active MoU's/linkages, and explore new MoU's for the benefit of students/staff.
- Develop metrics and methods for measuring the impact of research and extension activities on the college, community, and beyond.

4. INFRASTRUCTURE, LEARNING RESOURCES / BEST PRACTICES AND STAFF WELFARE MEASURES:

General remarks and commendations:

The best practices of various departments include expert lectures, organisation of national and state level seminars, fests and field trips. These activities ensure active learning by the students and foster various abilities like critical thinking, problem solving and communication skills which is commendable.

All departments across the College also planned and executed activities keeping in mind their Vision and Mission. These activities nurture students as future citizens of the Country and inculcate value-based education amongst the students. Few departments have also initiated activities to ignite entrepreneurs (the biotech and chemistry student companies continue to be a step in the right direction) and the innovation spirit in the students.



A number of activities and events are organized beyond academics to enhance the growth of the students in the hostel and has had a beneficial effect on the students.

Several departments sensitize the students towards environmental issues and their plausible solutions by organising activities keeping in mind the sustainable development goals (SDG's) and including courses on green chemistry etc. in the curriculum.

There are several welfare measures available for the staff like availing Staff training, Medical leave, duty leave, maternity leave etc.

Recommendations:

- *It is highly recommended that, in order to keep pace with the changing times in the higher education world, every teacher should undergo Faculty development programs at least twice a year.*
- *It is recommended that the infrastructure of the hostel from the point of view of repair, construction, painting etc has to be followed up*
- *The College may set up SOPs and allocate funds to provide financial support to teachers attending Seminars/Conferences and Faculty Development Program.*
- *The College should have a regular review mechanism to evaluate expenditure incurred for infrastructure maintenance and augmentation.*
- *There should be a policy laid down for a performance-based appraisal system for all of the staff.*
- *Departments need to proactively identify, improve, promote, share and implement creative best practices as part of their planning process.*

5. STUDENT SUPPORT AND PROGRESSION:

General remarks and commendations:

It is commendable that most departments are committed to implementing development activities and providing effective career guidance. A significant number of students benefit from training for competitive examinations organized by various departments of the College. The strength of students passing competitive examinations in the arts program is impressive.

Student progress from all departments is effectively integrated. Students who have achieved excellence at the institutional level and above are identified and acknowledged all degree programs. In addition, activities are organized by the faculties in cultural, technical and other scientific fields, and are effectively carried out by all departments of the College.

Some Departments have taken effective measures of engaging alumni meets in the Arts stream. Several departments of the college as a whole, have engaged them through various activities such as arranging talks, contribution through books, involving them in recruitments, etc.



Recommendations:

- *Academic planning with timely documentation mechanisms is highly encouraged and should be looked upon as essential in the quality perspective of the institution.*
- *With the implementation of NEP 2020, it is strongly recommended that the College increase the Capacity Development Programs and organize various preparatory courses for competitive examinations at Institutional level.*
- *In accordance with NAAC, funding for program delivery at departmental and organizational levels and awareness raising for the introduction of new programs is recommended.*
- *Student placement is a concern for the institute and needs to be addressed at a higher management level.*
- *Data collection mechanisms regarding student progress and other departmental activities may be considered, planned, and deployed more rigorously.*
- *Revitalization of alumni associations within the College is required, and it is recommended to encourage registered alumni members to make various monetary and non-monetary contributions.*
- *Students should be encouraged to participate in cultural and sports activities of the faculty and may be taken into consideration for credits, in curriculum design based on NEP 2020.*

A CRITERIA-WISE SUMMARY OF THE TRIPLE A FORMS SUBMITTED BY THE DEPARTMENTS AND ADMINISTRATIVE SECTIONS ARE ATTACHED AS APPENDIX 4.

Ancillary Recommendations:

- 1) *Departments that are facing an admissions crunch in some of their specific programs (e.g. Sanskrit, Hindi-Gujarati,, Electronics, Chemistry, UG/PG Biochemistry, Hindi, PG Mathematics, for example) in recruiting students (at least 30) per batch, may propose a proactive plan (e. g. visiting higher secondary schools in rural and urban hinterlands) to motivate students and market their courses.*
- 2) *Educational fairs, open house visits of departments by prospective feeders of students and information fliers as handouts for admission to the various courses of the college may be prepared to address recruitment issues that are in decline in some departments.*
- 3) *Alumni can be invited to sponsor students for the self-financed courses to positively impact the admissions feeder, and further industries could also be explored for this and also to couple this with employment placements.*
- 4) *Publishing in good journals now incurs high costs; the college may incentivise research publications in such top journals by grant support for sharing costs for such publication.*
- 5) *The number of publications of the various departments in the academic year 22-23 is of concern and needs to be enhanced actively. Each department could be invited to submit their research*



and publication target plans, year wise for the upcoming two years. The research committee of the college could follow up to push for achieving these targets.

- 6) With the advent of the NEP implementation, inter departmental courses may be explored to ensure teacher retention.
- 7) To improve the mentor: mentee ratio in departments where it is high, peer mentors among students restricted to academics (ensuring personal counselling is excluded) could be explored.
- 8) Access to Library could be extended further beyond 7 pm and as a community service, non-Xavierite's may be issued passes for access. Nominal fees for membership for covering service costs can be put in place.
- 9) In view of various combinations and permutations of classes due to the variety of course combinations, SXCAA could explore a time-table software for class-room allocation, or invite its computer students to prepare such a tool as part of their project/research work and enable optimization of use of infrastructure.
- 10) Given the current environmental areas of critical concern, topics like climate change, global warming, forest fires etc could be concretely incorporated into each discipline with a focus on action for remediation to create agents of change in keeping with the vision mission of the college.
- 11) Creative classroom layouts and space architecture for groups for learner centric education may be promoted and explored.
- 12) Infrastructure to accommodate visiting staff and some existing staff in a few departments may be looked into.
- 13) External grants for research need to be explored by more departments. Proactive moves to solicit industries and local institutions and funding agencies to be encouraged.
- 14) The Alumni association of the college to be more active to promote research and student progression in the college.
- 15) Initiatives for extension activities and consultancy need to be enhanced to a wider set of departments. Seminars to create the culture for this with experts may be explored.
- 16) Integration of AI as the immediate frontier in the educational endeavour for learning and research must be explored at the earliest, to ensure the lead status of the institution.
- 17) While the St Xavier's College Society Trust at the managerial level explores the institutional budget, implementation of budgets could be drilled down to functional components so that infrastructures and manpower need are more realistically evaluated and addressed in a timely fashion
- 18) A culture of organizing seminars, webinars, field visits needs to be set up and included in the annual departmental plans.
- 19) Each department would do well to identify internal or external benchmarks for its quality journey corresponding to the various criteria in the triple A form of this audit.



- 20) *Based on its data presented for this current audit, each department may meet and plan for improvements and covering of gaps for the coming two years. This will ensure a positive impact of the current exercise.*
- 21) *The college has a separate Self-Financed Courses office to oversee the self-financed courses. Areas of overlap at the practical level that occur may be addressed effectively by setting in place SOP's through mutual dialogue and discussion keeping the UGC guidelines at hand.*
- 22) *We also recommend that the soft copy of this report may be made available to all department and administrative office heads to plan follow-up action in the next month for further implementation during the year*

ADDITIONAL POINTS:

Library Recommendations:

- a) The use of the computer terminals in the Library for research and project work needs to be followed up, and a system for activating their use may be put in place.
- b) Use of budgets for Books/journals for various departments must be followed up through mutual support between each of them and the Library to acquire new books and journals.
- c) Footfalls in the Library may be increased by creative use of Library facilities by teachers through book reading exercises, paper presentations from journals, library assignments etc.
- d) An integrated approach to use of library resources under the purview of self-financed set up and grant in aid set up needs to be explored for mutual advantage of both initiatives.



Infrastructure Recommendations:

- a) *Where infrastructure is concerned the solar setup advantage in terms of financial benefits needs to be proactively resolved to ensure maximum financial gains to the college.*
- b) *The Dell lab access to resolve need for computer access could be explored.*
- c) *Workloads of government aided staff may be strictly adhered to without additional Self-financed loads to ensure teachers have a balanced load as per guidelines.*

(Dr) Fr Vincent Braganza, SJ
Former Principal of SXCA,
Chairman

Dr Mallika Sanyal
Vice Principal, Science and
IQAC coordinator,

Fr. Ramesh Macwan, SJ
Treasurer and Campus
Development Director

Received:

Dr. Fr. Vinayak Jadav, SJ
Principal
St. Xavier's College, Ahmedabad

Acknowledgement:

The Internal Audit Team (IAT) members herewith gladly acknowledge the yeoman services rendered to it, in carrying out our process for the SXCA Internal Audit. The output of IQAC Team members, in partnership with the IAT, through preparations of summaries, tables based on the AAA forms received and textual comments (from a team perspective) find a place in this report corresponding to the criteria/unit they are currently overseeing. We recommend this process that we have followed as a healthy practice. We believe it will strengthen the team to take ownership for the follow up of the report.



APPENDICES AND ENCLOSURES:

APPENDIX I

Academic and Administrative Audit Report Format (To be filled by Departments)**Assessment Period: 15th June 2022 to 30th May 2023**

Sr. No	Name of the Department:				
		Teaching	Non-Teaching	Administration	Total
1	Number of Sanctioned Posts (Aided & Management)	Teaching	Non-Teaching	Administration	Total
2	Number of Full Time Staff at commencement of assessment period.	Teaching	Non-Teaching	Administration	Total
3	Bifurcation of Teaching Faculty Members	a	No. of Faculty Members with Ph.D.		
		b	No. of Faculty Members Pursuing Ph.D.		
		c	No. of Faculty Members with only PG/M.Phil. [Exclude from (a)]		
4	Number of Staff Recruited during Assessment Period	Teaching	Non-Teaching	Administration	Total
5	Number of Staff Resigned during Assessment Period	Teaching	Non-Teaching	Administration	Total
6	Number of Programs offered by the Department	Undergraduate	Post Graduate	Total	
7	Number of Students	Undergraduate	Post Graduate	Total	
	Total of all semesters				
	Number of differently abled students on rolls				
8	Number of fulltime	State Level	National Level	International Level	



	teachers who received awards, recognition, fellowship at State, National, International level (T 2.4.4)			
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I. Curricular Aspects				
Sr. No	Aspects to be audited	Planned	Achieved	Observations & Suggestions
1.	Number of courses where syllabus was revised			
2.	Provide details regarding start ups or other Initiative and MoUs related activities			
3.	Number of courses having focus on employability/ entrepreneurship/ skill development			
4.	Number of new courses introduced in each program (more than 50% change will consider as a new course)			
5.	Number of value-added courses/certificate course imparting transferable and life skills			
6.	Number of students undertaking field projects / research/ internships as a part of curriculum			
7.	No. of courses focusing on Ethics, Gender, Human Values, Environment and Sustainability			
8.	Feedbacks on curriculum were obtained from:	Number		
	Industry experts			
	Employers			
	Academic peers			
	Alumni			
	Parents			
	Present Students			



II. Teaching Learning and Evaluation						
Sr. No	Aspects to be audited	Planned		Achieved		Observations & Suggestions
		Odd Sem	Even Sem	Odd Sem	Even Sem	
1.	Coverage of syllabus (%) (Course – wise for each semester)					
2.	Number of Teachers using:					
	Moodle					
	E-learning resources etc. (available on internet)					
	Any other ICT enabled tools					
3.	Mentor : Mentee Ratio					
4.	Did all teachers submit teaching plans to HOD?					

III. Research and Extension activity						
Sr. No.	Aspects to be audited	Planned		Achieved		Observations & Suggestions
		No.	Amount in Rs.	No.	Amount in Rs.	
1.	Number of Research Scholars/Fellows as:					
	JRF and SRF					
	Other fellowship (eg. Shodh, INSPIRE etc.)					
2.	Research Proposals submitted to:	No.	Amount in Rs.	No.	Amount in Rs.	
	Seed Money Research Projects of SXCA.					
	Government agencies					
	Non-government agencies/ Industries					
3.	Research Projects Sanctioned and On-going in current assessment year by:	No.	Amount in Rs.	No.	Amount in Rs.	



	Seed Money Research Projects of SXCA.					
	Government agencies					
	Non-government agencies/ Industries					
5.	Number of teachers awarded international fellowship for advanced studies/ research during the year.					
7.	Number of Seminar/ Conference/ Workshop organized on:					
	IPR					
	Industry-Academia Innovative Practices					
8.	Number of awards for innovation received by:					
	Institution					
	Teachers					
	Research Scholars					
	Students					
10.	Number of Patents:					
	Filed (if yes indicate provisional or complete specification)					
	Granted					
	Licensed					
	Total Earning from patents (INR)					
11.	Research papers published in: <i>[entries should be mutually exclusive]</i>					
	Impact Factor of Journals (TR and/or SJR)					
	UGC notified Journals					
	Other journals with ISSN					
	Conference Proceedings with ISSN number (Full Paper Only)					
12.	Number of Books published with ISSN/ ISBN					



	Number of Book Chapters published with ISSN/ ISBN			
13.	Revenue generation from consultancy in INR			
14.	Revenue generation from corporate training by the department/institute in INR			
15.	Number of awards and recognition received for extension activities			
17.	Number of Collaborative* activities:			
	For research			
	For faculty exchange			
	For student exchange			
	Collaborative* PG projects			
	Collaborative* PhD projects			
18.	Number of functional MOUs in current year			
19.	Number of linkages # newly developed			
	Faculty invited as a Resource Person (invited talk, session chair, judge, organizing committee member etc.)	---		
21.	Activities organized under Professional Body Chapters (provide the link for the report of the activities)			
22.	Activities organized under Endowment Chair. (provide the link for the report of the activities)			
23	Student Research Project (other than compulsory by the University; not part of curriculum)			



IV. Infrastructure and learning resources				
Sr. No	Aspects to be audited	Planned	Achieved	Observations & Suggestions
1.	No. of teachers undergoing online/ face-to-face Faculty Development Programs (FDPs)	Orientation:		
		Refresher:		
		FDP: (Of 5 or more than 5 days):		
2.	State at least two department best practices			
3.	Describe/explain the performance of the department in one area distinctive to its vision, priority and thrust in not more than 500 words.			
4.	How environment consciousness is promoted among the students and staff?			

V. Student support and Progression				
S.N	Aspects to be audited	Planned	Achieved	Observations & Suggestions
1.	Number of capability enhancement and development schemes implemented by department.	---		
2.	Number of students benefited by guidance for competitive examinations and Career Counselling offered by department.	---		
3.	Number of outgoing students placed (including self-employed). (UG/PG)	---		
4.	Number of students selected for higher education (Outgoing 2022-2023 batch) (UG/PG)	---		
5.	Number of students qualifying in state/ national/international	---		



	level examinations like NET, SLET, GATE, GMAT, CAT, GRE, TOEFL, Civil Services, GPAT and other state government examination.			
6.	Number of awards/medals for outstanding performance in following activities at Institute/state/national/international level (award for a team event should be counted as one)			
	Sports	---		
	Cultural	---		
	Technical	---		
	Other scientific activities	---		
7.	Number of following activities organized at the department.			
	Cultural			
	Technical			
	Other scientific activities			
8.	Provide the details of Alumni contributions. Contribution includes talks delivered, feedback obtained, recruitment, training, donation of books, financial assistance etc.	---		
9.	Number of Alumni Association meetings held during the year.			

**Academic and Administrative Audit Report Format****Assessment Period: 15th June 2022 to 30th May 2023**

Examination Cell				
Sr. No	Aspects to be audited	Planned	Achieved	Observations & Suggestions
1.	Number of examination committee meetings held in the assessment period (Provide minutes of the meeting and action taken reports)			
2.	The minutes of the passing board committee held in the assessment period			
3.	Was the annual report of examinations prepared for the assessment period?	YES/NO		
4.	Number of days taken to declare examination results from date of last exam			
5.	Number of revaluations and reassessments applications			
6.	How did you address other grievance against examinations?			
7.	Any other initiatives and reforms taken up with regard to examination in the College			

Academic and Administrative Audit Report Format**Assessment Period: 15th June 2022 to 30th May 2023**

Boy's Hostel				
Sr. No	Aspects to be audited	Planned	Achieved	Observations & Suggestions
1.	Cleanliness in all rooms			
2.	Washrooms -everything in working conditions, no leaking of taps			
3.	Solar power operated instruments			
4.	Mess cleanliness			
5.	All electronics in working conditions			
6.	No. of Occupants			
7.	Occupants per room			
8.	No. of rooms:			
9.	Categories of Occupants:	---		



	Within State: Outside the state: Outside the Country: SC: ST: OBC: Christian Minority:			
10.	Reservation Policy in admission to the hostel			
	Rules and regulation file	---		
	Hostel Fest File	---		
11.	Food bill average per month			
12.	Anti Ragging Poster			
13.	Internal Complaint committee Posters			
14.	First Aid/ Helpline number of the Doctor			
15.	Safety and security features of the Hostel			
16.	License and contract of the Mess operator			
17.	Minutes of the Meeting of warden and hostilities			
18.	Grievance redressal mechanism			
19.	Feedback taken from the Hostilities			
20.	Any other facilities for the hostilities(Recreation/sports) Etc.			

Academic and Administrative Audit Report Format**Assessment Period: 15th June 2022 to 30th May 2023**

IQAC				
Sr. No	Aspects to be audited	Planned	Achieved	Observations & Suggestions
5.	Workshop/seminar /conference organized for quality initiatives and their reports			
6.	Suggestions given to management /Implemented suggestion records			
7.	NIRF certificates			
8.	India today ranking			
9.	Week survey Ranking			



10.	GSIRF ranking			
11.	Feedback taken for various activities with the action taken reports			
12.	Internal Audit report			
13.	External Audit report			
14.	AISCHE certificates			
15.	External IQAC meetings with minutes			
16.	Internal IQAC meetings			
17.	Micro IQAC Meetings			

Academic and Administrative Audit Report Format**Assessment Period: 15th June 2022 to 30th May 2023**

Library				
Sr. No	Aspects to be audited	Planned	Achieved	Observations & Suggestions
1.	Addition to number of Books for library enrichment (Titles)			
2.	Addition to number of Books for library enrichment (Volumes)			
3.	Number of on-going subscriptions of print journals (newly acquired, renewed, continued)			
4.	Addition to number of e-journals/e-books for library enrichment.			
5.	Expenditure on the purchase of books (INR)			
6.	Expenditure on the purchase of journals (INR)			
7.	Is remote access to e-resources of the library available? If yes, provide name of the contact person from institute/department ensuring the remote access.	---		
8.	Library utilization:			
	Number of users (teachers and students) using library through e-access per day (= number of users/365)	---		
	Number of users (teachers and students) accessing library physically per day (= number of users/number of working days)	---		



9.	Any initiatives taken to increase the footfall of the library?			
10.	Facilities in the library like reprography etc.			
11.	Total Number of seating capacity of the students?			
12.	Total no. of computers with internet facility for the students.			
13.	Software's/any other e-learning resources			
14.	Any facilities for Divyangjan			

Academic and Administrative Audit Report Format**Assessment Period: 15st June 2022 to 30th May 2023**

Society Office/ Self finance Office/ College Office				
Sr. No	Aspects to be audited	Planned	Achieved	Observations & Suggestions
18.	Total No. of computers purchased for the student's use.			
19.	No. of Instrument purchased worth rupees 1 lakh or more.			
20.	Infrastructure augmentation for audio visual centre, mixing equipment, editing facility, media studio, lecture capturing system etc.			
21.	Expenditure incurred on maintenance of physical facilities			
22.	Expenditure incurred on academic support facilities			
23.	Annual e governance report Audited statements of account Fund utilization certificates Document for donations Utilization of fund policy			
24.	Number of students benefited by scholarships and freeships provided by the Government.			
25.	Number of students benefited by scholarships and freeships provided by the			



Institute/any other non-government organizations.

Academic and Administrative Audit Report Format

Assessment Period: 15th June 2022 to 30th May 2023

Society Office/ Self finance Office/ College Office				
Sr. No	Aspects to be audited	Planned	Achieved	Observations & Suggestions
1.	Performance appraisal system	---		
2.	Effective welfare measures for teaching and non-teaching staff <ol style="list-style-type: none"> 1. Maternity leave availed 2. Paternity leave availed 3. Duty leave availed 4. Credit society loan availed 5. Researcher of the year award 6. Felicitation for 25 years completion 7. Training for the office members 8. Training for the non-teaching staff 9. Medical leave availed 10. Any other awards/ achievement of any office staff 11. GR files 12. Service books updation 13. CAS 			
3.	Avenues for career development/progression	---		
4.	Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies			
5.	Funds / Grants received from government bodies, non-government bodies, and philanthropists			
6.	Budget allocations for the financial year for various academic activities			



Academic and Administrative Audit Report Format

Assessment Period: 15th June 2022 to 30th May 2023

College Office				
Sr. No	Aspects to be audited	Planned	Achieved	Observations & Suggestions
7.	Minutes of the Examination			
8.	Minutes of Governing Body			
9.	Minutes of Governing Council			
10.	Minutes of HOD meeting			



APPENDIX 2

Summary of the Academic and Administrative Audit Report

Name of the Department

Total staff:

Total programs offered:

Total students:

Curricular Aspects	
Teaching, Learning & Evaluation	
Research, Consultancy & Extension	
Student Support & Progression	
Two best practices of the dept	
Distinctiveness of the dept	
How environment consciousness is promoted among the students and staff?	



APPENDIX 3

SUMMARY OF CRITERION I FOR ALL DEPARTMENTS

Criteria I: Curriculum Aspects	Economics	English	Gujarati - Hindi	Psychology	Sanskrit	Computer Science	Commerce	BDA
Number of courses where syllabus was revised	75%	8	4	11	2		22	1
Provide details regarding start-ups or other Initiative and MoUs related activities		1						
Number of courses having focus on employability/ entrepreneurship/ skill development		9		32	12	52	75	18
Number of new courses introduced in each program	1			10	2	12	17	
Number of value-added courses/certificate course imparting transferable and life skills					3	1		
Number of students undertaking field projects / research/ internships as a part of curriculum		37		36		148		25
No. of courses focusing on Ethics, Gender, Human Values, Environment and Sustainability	2	5	23	31	9		23	5
Feedbacks on curriculum were obtained from:								
Industry experts	Y		Y	Y	Y		Y	Y
Employers	Y	Y				Y	Y	
Academic peers	Y	Y	Y	Y	Y	Y	Y	Y
Alumni	Y	Y	Y	Y	Y	Y	Y	Y
Parents			Y		Y			
Present Students	Y	Y	Y	Y	Y	Y	Y	Y



Criteria I: Curriculum Aspects	BC-BT	Bot- any	Chem- istry	Mathe- matics	Physics- Electronics	Stat- istics	Zoo- logy
Number of courses where syllabus was revised	4				3		2
Provide details regarding start-ups or other Initiative and MoUs related activities			2		6		
Number of courses having focus on employability/ entrepreneurship/ skill development	110	84		2+	3	33	8
Number of new courses introduced in each program	1	12		16	16		
Number of value-added courses/certificate course imparting transferable and life skills		1			2	1	
Number of students undertaking field projects / research/ internships as a part of curriculum	155	44	80		44		
No. of courses focusing on Ethics, Gender, Human Values, Environment and Sustainability	12	15	5		15		
Feedbacks on curriculum were obtained from:							
Industry experts			Y		Y	Y	Y
Employers		Y	Y	Y	Y		Y
Academic peers	Y	Y	Y		Y	Y	Y
Alumni	Y	Y	Y	Y	Y	Y	Y
Parents		Y		Y	Y		
Present Students	Y	Y	Y	Y	Y	Y	Y

SUMMARY OF CRITERION 2 FOR ALL DEPARTMENTS

Criteria 2-Teaching-learning Evaluation	BC-BT	Bot- any	Chem- istry	Mathe- matics	Physics- Electronics	Stat- istics	Zoo- logy
Coverage of syllabus (%) (Course-wise for each semester)	100	100	100	100	90	100	100
Number of Teachers using:							
Moodle	11	5	14	1		6	2



E-learning resources etc.	11	1	14				4
Any other ICT enabled tools		5	14		2	6	4
Mentor : Mentee Ratio	1:33	1:10	1:23	1:22.3	1:10	1:14	1:15
Did all teachers submit teaching plans to HOD?	Y	Y	Y	Y	Y	Y	Y

Criteria 2 – Teaching - learning Evaluation	Economics	English	Gujarati-Hindi	Psychology	Sanskrit	Computer Science	Commerce	BDA
Coverage of syllabus (%) (Course – wise for each semester)	100	100		100	100	100	100	80(ODD) & 100 (EVEN)
Number of Teachers using:								
Moodle		5			1	6	6	1
E-learning resources etc.	2	5	2	5	1	6		
Any other ICT enabled tools	2	5		4		6		
Mentor : Mentee Ratio	1:50	1:43		1:70	1:05	1:50		1:61
Did all teachers submit teaching plans to HOD?	Y	N	Y	Y	Y	Y	Y	Y

SUMMARY OF THE AAA BY EXAMINATION OFFICE

10.	Number of examination committee meetings held in the assessment period	None
11.	The minutes of the passing board committee held in the assessment period	1
12.	Was the annual report of examinations prepared for the assessment period?	Y
13.	Number of days taken to declare examination results from date of last exam	Within 25 days
14.	Number of revaluations and reassessments applications	26.5 (Avg) applications received 9.5 (Avg) change in marks
15.	How did you address other grievance against examinations?	No mechanism available
16.	Any other initiatives and reforms taken up with regard to examination in the College	Complete digitalization and transparency in the conduction of examination



SUMMARY OF CRITERION 3 FOR ALL DEPARTMENTS

Criteria 3 - Research and Extension activity	Economics	English	Gujarati-Hindi	Psychology	Sanskrit	Computer Science	Commerce	BDA
Number of Research Scholars/Fellows:								
Fellowship (eg. Shodh, INSPIRE etc.)								
Research Projects Sanctioned and On-going in current assessment year by (Amount)								
SXCA	2 (6 lakhs)							
Government agencies								
Non-government agencies/ Industries								
Number of teachers awarded international fellowship for advanced studies/ research	1							
Number of Seminar/ Conference/ Workshop organized on:								
IPR								
Industry-Academia Innovative Practices					2			4
Number of awards for innovation received by:								
Institution								
Teachers								
Research Scholars								
Students								
Number of Patents:								
Filed								
Granted								
Licensed								
Total Earning from patents (INR)								



Research papers published:				1		1	2	1
Impact Factor of Journals (TR and/or SJR)							6.45	
UGC notified Journals							1	
Other journals with ISSN	4							
Conference Proceedings with ISSN number (Full Paper Only)					1	2		
Number of Books published with ISSN/ ISBN					1		1	
Number of Book Chapters published with ISSN/ ISBN			4					
Revenue generation from consultancy in INR								
Revenue generation from corporate training by the department/institute in INR								
Number of awards and recognition received for extension activities								
Number of Collaborative* activities:								
For research			1					
For faculty exchange								
For student exchange								
Collaborative* PG projects				1				1
Collaborative* PhD projects								
Number of functional MOUs in current year								
Number of linkages # newly developed					1			
Faculty invited as a Resource Person	1		1	4	1	1	4	
Activities organized under Professional Body Chapters				6				
Activities organized under Endowment Chair.								
Student Research Project			4	8	1	2		



Criteria 3 - Research and Extension activity	BC-BT	Bot- any	Chem- istry	Mathe- matics	Physics- Electroni- cs	Stat- istics	Zoo- logy
Number of Research Scholars/Fellows:					3		
Fellowship (eg. Shodh, INSPIRE etc.)			2		1		
Research Projects Sanctioned and On-going in current assessment year by (Amount)							
SXCA	4 (4 Lakhs)	3 (5 lakhs)	1 (1Lakh)		4 (6 lakhs)		
Government agencies					2 (28.35 lakhs)		
Non-government agencies/ Industries					1 (134 Lakhs)		
Number of teachers awarded international fellowship for advanced studies/ research							
Number of Seminar/ Conference/ Workshop organized on:				1	10		
IPR							
Industry-Academia Innovative Practices	2						
Number of awards for innovation received by:							
Institution							
Teachers					1		
Research Scholars							
Students	2		2		1		
Number of Patents:		1					
Filed					2		
Granted		Y			1		
Licensed		Y					
Total Earning from patents (INR)							
Number of Research papers published	3	3	5		45		



Impact Factor of Journals (TR and/or SJR)		5.7		1			
UGC notified Journals		1		1	36		
Other journals with ISSN		2		1			
Conference Proceedings with ISSN number (Full Paper Only)	1				9		
Number of Books published with ISSN/ ISBN	1						
Number of Book Chapters published with ISSN/ ISBN							
Revenue generation from consultancy in INR							
Revenue generation from corporate training by the department/institute in INR		69850					
Number of awards and recognition received for extension activities				1	1		
Number of Collaborative* activities:							
For research					5		
For faculty exchange			1				
For student exchange							
Collaborative* PG projects					3		
Collaborative* PhD projects	3						
Number of functional MOUs in current year			2		3	1	
Number of linkages # newly developed					2		
Faculty invited as a Resource Person	4	3	2	6	6		1
Activities organized under Professional Body Chapters							
Activities organized under Endowment Chair.							
Student Research Project		6	10		26	5	



SUMMARY OF AAA BY ARTS, COMMERCE AND COMPUTER SCIENCE

Criteria 4,6 & 7	Economics	English	Gujarati-Hindi	Psychology	Sanskrit	Computer Science	Commerce	BDA
No. of teachers undergoing FDPs, orientation and refreshers				2	1	2	2	
State at least two department best practices		Club activities & Punctuality and regularity	Field trips	Student Research and innovative evaluation practices	Innovative teaching-learning and Tree adoption		National level start-up boot camp	Summer internship & encourage for online courses
Describe/explain the performance of the department in one area distinctive to its vision, priority and thrust in not more than 500 words.	Ecofest; Expert lectures etc	Activities to foster abilities like critical thinking, articulate expression and increase aesthetic sensibilities in the students	Components in the syllabus to enhance language skills by modifying syllabus after autonomous status	The varied activities of the Departments including the content in the syllabus	Preserving ancient culture and rich cultural heritage			Maximum students placed
How environment consciousness is promoted among the students and staff?	Paper on environmental economy			Motivate students to	Tree adoption activity			



	cs & projects on environment			conserve energy				
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SUMMARY OF AAA BY SCIENCE DEPARTMENT

Criteria 4,6 & 7	BC-BT	Bot- any	Chem- istry	Mathe- matics	Physics- Electronics	Stat- istics	Zoo- logy
No. of teachers undergoing FDPs, orientation and refreshers	8	2			3	2	2
State at least two department best practices	Activities based on lab experiments & Newsletters to connect to Alumni	Innovative teaching methods & student projects to inculcate research aptitude	Industrial Training DEXIC and Remedial Classes	Student centric activities	Advanced B.Sc and STTG	Statistic day, Quiz etc.	Dept. Library, Bilingual teaching
Describe/explain the performance of the department in one area distinctive to its vision, priority and thrust in not more than 500 words.	All activities of the department	All activities of the department	Chem-Cho	Problem solving activities	Research Projects	All activities	
How environment consciousness is promoted among the students and staff?	Model making and competitions as well as talks on environment	Sustainable development goals based project and activities	Courses on Green Chemistry and methods of laboratory practices		Atmospheric science research		



	ental themes	s like plant of the week					
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SUMMARY OF CRITERION 5 FOR ALL DEPARTMENTS

Criteria 5 - Student support and Progression	Economics	English	Gujarati-Hindi	Psychology	Sanskrit	Computer Science	Commerce	BDA
Number of capability enhancement and development schemes implemented by department.								
Number of students benefited by guidance for competitive examinations and Career Counselling offered by department.				38		122		27
Number of outgoing students placed (including self-employed). (UG/PG)						2		27
Number of students selected for higher education (Outgoing 2022-2023 batch) (UG/PG)		35-40		4	5	12	15	
Number of students qualifying in state/national/international level examinations like NET, SLET, GATE, GMAT, CAT, GRE, TOEFL, Civil Services, GPAT and other state government examination.				11		5	2	10
Number of awards/medals for outstanding performance in following activities at Institute/state/national/international level								
Sports				2		2	3	



Cultural		4		11			1	
Technical							1	
Other scientific activities				3		1	1	
Number of following activities organized at the department.								
Cultural				1				
Technical				Y	2		1	
Other scientific activities				4				
Provide the details of Alumni contributions				3-talks delivered	3-talks delivered	7-Feedback		1-talk delivered
				1-field visit	Teaching FC-SS class	5-Training		
				2-recruitment				
				13-Feedback				
Number of Alumni Association meetings held during the year.								

Criteria 5 - Student support and Progression	BC-BT	Botany	Chemistry	Mathematics	Physics-Electronics	Statistics	Zoology
Number of capability enhancement and development schemes implemented by department.	1	2	1		2		
Number of students benefited by guidance for competitive examinations and Career Counselling offered by department.	10		8		62		
Number of outgoing students placed (including self-employed). (UG/PG)	7%		8		10		



Number of students selected for higher education (Outgoing 2022-2023 batch) (UG/PG)	54.50%	10	23	10	10	54	4
Number of students qualifying in state/ national/international level examinations like NET, SLET, GATE, GMAT, CAT. GRE, TOEFL, Civil Services, GPAT and other state government examination.	20		1		5		
Number of awards/medals for outstanding performance in following activities at Institute/state/national/international level					5		
Sports	1	3					
Cultural	1	1					
Technical	6		2		2		
Other scientific activities		2			1		
Number of following activities organized at the department.						5	
Cultural	2						
Technical	2			6		3	
Other scientific activities	14		5				
Provide the details of Alumni contributions							
	11-talks		1 meeting			3	1 talk
	4-books donated						
Number of Alumni Association meetings held during the year.						1	



SUMMARY OF THE AAA BY VARIOUS OFFICES

Sr. No	Aspects to be audited	Society Office	SF OFFICE	College Office
26.	Total No. of computers purchased for the student's Use.	2 Laptop 1 PC	6 computers for MSc BDA lab – Rs 374100/-	Physics: Rs.71,980/- College: Rs.1,17,600/- Total: Rs.1,89,580/-
27.	No. of Instrument purchased worth rupees 1 lakh or more.		--	
28.	Infrastructure augmentation for audio visual centre, mixing equipment, editing facility, media studio, lecture capturing system etc.		--	
29.	Expenditure incurred on maintenance of physical facilities		Printer & Scanners – Rs 504620/- Repair & maintenance – Rs 128192/-	
30.	Expenditure incurred on academic support facilities	17 Projector 1 Printer, 2 Amplifier 3 A.C.	Projectors – Rs 170003/- Mic & speakers – Rs 15000/-	
31.	Annual e governance report		--	
32.	performance appraisal system	---	--	
33.	effective welfare measures for teaching and non-teaching staff		I. Accounts Training Programme held on 20 th July,2023 (attended by 7 staff)	



			<p>2. Maternity Leave – 1 staff (Rs 244947/- salary paid)</p> <p>3. Duty Leave – 23 teachers and 11 staff (FDP by IQAC)</p> <p>4. Medical Leave – 7 staff</p>	
34.	Avenues for career development/progression	---	--	
35.	Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies	17 Teaching Staff, 23 Non Teaching Staff	--	Workshop & Seminar: Rs.1,49,430/- Capacity Building for Teachers: Rs.1,01,891/-
36.	Percentage of teachers undergoing online/ face-to-face Faculty Development Programmes		--	
37.	Funds / Grants received from government bodies, non-government bodies, and philanthropists		--	
38.	Budget allocations for the financial year for various academic activities		Academic Exps. – Rs 2000000/- Curricula Development – Rs 150000/-	



APPENDIX 4

Academic and Administrative Audit Report

DEPARTMENT OF BIOCHEMISTRY-BIOTECHNOLOGY

Total staff: 16

Total programs offered: 5

Total students: 429

Curricular Aspects	<p>4 courses modified</p> <p>1 new course offered</p> <p>110 courses having focus on employability/ entrepreneurship/ skill development</p> <p>155 students underwent internships and projects</p> <p>12 courses focusing on Ethics, Environment and Sustainability</p> <p>Feedback of curriculum taken from: Alumni, current students and academic peers</p>
Teaching, Learning & Evaluation	<p>100% syllabus covered as per teaching plans of teachers</p> <p>Moodle and YouTube used by teachers</p> <p>I: 33 (Mentor mentee ratio)</p>
Research, Consultancy & Extension	<p>4 teachers received funding for research from SXCA (1 lakh/teacher)</p> <p>2-Industry academia innovative practice</p> <p>2-students won prized for innovation</p> <p>3-Research papers published</p> <p>1-paper in conference proceeding</p> <p>1- book</p> <p>2-Faculties are Research guides and co-guides under GU</p> <p>4-Faculties invited as resource persons</p> <p>8-faculties underwent orientation/FDP/refresher courses</p>
Student Support & Progression	<p>1-Capability enhancement scheme</p> <p>10 students benefitted by guidance for competitive examination guidance</p> <p>20 students qualified various competitive exams</p> <p>7% of students placed; 38.5 % preparing to go abroad & 54.5% opted for higher studies</p> <p>1-student participated in state level sports</p>



	<p>Best department in culfest</p> <p>6- students won prizes in technical events</p> <p>2-cultural activities; 2-technical activities and 14 other scientific activities organized by the Department</p> <p>11 alumni contributed in terms of expert talks and donated 4 books</p>
Two best practices of the dept	<p>Practice 01:</p> <p>Activities based on Laboratory experiments to get an insight into relevance of the practicals conducted in terms of application (Sem 6 Biochem)</p> <p>Practice 02:</p> <p>Newsletter to connect with alumni</p> <p>Best practice of the Department of Biochemistry & Biotechnology</p>
Distinctiveness of the dept	<p>The Mission of the Department of Biochemistry-Biotechnology is to excel in teaching and create excellent students with a skill set benefitting the society.</p> <p>The department has been successful in completing the syllabus 100% as per UTP uploaded in Moodle which adhere to the academic calendar of the college.</p> <p>In order to make learning interesting and activity based, the department synchronized the syllabus with two industrial tours related to the area of study.</p> <p>The department also organized an exhibition based on environmental biotechnology to give students an in-depth understanding on environmental issues that are being discussed in the syllabus.</p> <p>To give a firsthand information and experience, department also developed a spirulina cultivation laboratory where students developed spirulina based, eatable biscuits, capsules, and chapattis.</p> <p>Another class of students developed several entrepreneurial programmes that was a conglomerate of theory- skill and application. Students made 3 different proposals (detailed report available with dept. as heard copy for scrutiny)</p> <p>Using natural dyes as colouring agents (Dye-Ion)</p> <p>Developing a kit (ketodrop) to test sugar level in an invasive manner (using urine) in diabetic persons</p> <p>Silico Lab: How to cause less damage of Lab Equipment</p>



	<p>Students of Biochemistry and Biotechnology also organized an exhibition to commemorate the year of Millets by preparing dishes exclusively based on cereals.</p> <p>Another group of students organized an exhibition on the application of enzymes in food industry. This was an event to bridge the gap between what they learn in the theory classes with practical applications.</p> <p>Our students have been exposed to developing skills such as communication, self-confidence, entrepreneurial skills as part of the apprenticeship/ internship embedded programmes.</p> <p>The department has designed 250+ activities related to different lab sessions for both UG and PG students to take education beyond curriculum. These activities helps students to develop logical-Analytical reasoning, social intelligence, creativity, group building, negotiation power and empathy.</p> <p>The department has been reaching out to student across the globe with two YouTube channels dedicated to the study of biochemical principles (https://www.youtube.com/channel/UCdhX5zd-8ouRZSKApPaO9TQ and https://www.youtube.com/channel/UCpeRX3xEjo4i2nfPj3gpO-Q). There are 378 videos made on public platform (Youtube) for students across the globe with over 3 Lakhs+ views and 3000+ subscribers.</p> <p>It is indeed very encouraging to know that most of our MSc students are placed in industry / progressed towards doctoral studies.</p> <p>The department has been training students in both academics as well as skill in order to make a mark globally so that many European and American universities select our students.</p> <p>It is very heartening that many of our students have been clearing competitive exams like GAT-B, NET, JAM, etc.</p> <p>Our alumni have played a key role in vaccine against Covid in India. Several of our students are unsung heroes working in multitude of pharmaceutical laboratories developing drugs and vaccines to make human life a beautiful experience. (ref. B-Herald Issue No.5)</p>
<p>How environment consciousness is promoted among the students and staff?</p>	<ol style="list-style-type: none">1. Model making competition held on environmental issues.2. A talk on environmental sustainability by Dr Vaibhav Mantri organized.3. Several students undertook dissertation project related to Environmental issue/ remediation etc.



	<p>4. Reuse of consumables (micro tips and other plasticwares) is a system in the department.</p> <p>5. Exhibition of posters on Bioremediation organized.</p> <p>6. Silico Lab: How to cause less damage of Lab Equipment. This is an entrepreneurial programme initiated by the students of Vocational Biotechnology where glasswares can be replaced by durable silicon based gadgets. These are non-breakable, durable and cost effective.</p>
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Academic and Administrative Audit Report

DEPARTMENT OF BOTANY

Total staff: 08

Total programs offered: 2

Total students: 129

I state level recognition

Curricular Aspects	<p>4 courses modified</p> <p>1 new course offered</p> <p>53 BSc 31 MSc courses having focus on employability/ entrepreneurship/ skill development</p> <p>12-new courses introduced in each program</p> <p>1-Value Added course</p> <p>44 students underwent internships and projects</p> <p>15 courses focusing on Ethics, Environment and Sustainability</p> <p>Feedback of curriculum taken from: employers, Alumni, parents, current students and academic peers</p>
Teaching, Learning & Evaluation	<p>100% syllabus covered as per teaching plans of teachers</p> <p>5 Moodle and 1 E-learning resources etc 5- ICT enabled tools teachers using</p> <p>1:92 and 1:11 Mentor Mentee ratio</p> <p>All faculty has submitted teaching plan to the HOD</p>
Research, Consultancy & Extension	<p>4 teachers received funding for research from SXCA (1 lakh/teacher)</p> <p>1-Granted 1-Licensed Number of Patents</p> <p>3-Research papers published</p> <p>1-Revenue generation from consultancy</p> <p>4-Faculties invited as resource persons</p>



	<p>6-Student Research Project (other than compulsory by the University; not part of curriculum)</p> <p>2-faculties underwent orientation/FDP/refresher courses</p>
Student Support & Progression	<p>2-Capability enhancement scheme</p> <p>10-students selected for higher education</p> <p>3 sports 1 cultural awards/medals for outstanding performance in following activities at Institute/state/national/international level</p> <p>2-other scientific activities organized by the Department</p>
Two best practices of the dept	<p>Practice:</p> <ol style="list-style-type: none"> 1.Presences of innovative teaching methods based on curriculum. 2. Strong foundation research projects at UG level. 3. Students undertaking Projects in B.Sc. and M.Sc. programs which are based on field activities, self-learning and Skill developing topics.
Distinctiveness of the dept	<ul style="list-style-type: none"> • Dept. promotes biological and cultural diversity (plants and Students). • M.Sc. Students have developed nursery and is nurtured at SXCA Boys Hostel. • Timely we have introduced rare plants from various parts of the states in the campus such as <i>Commiphora</i> etc near rock garden. • One to one student's mentoring sessions • Focus on application of updating knowledge and promoting skill development. • Assignments and projects provide exposure and career orientation. • Dept. played vital role in contribution to green and biodiversity rich campus. • Strong Linkages of teachers at PG level. • Significant contribution in the administration of the College.
How environment consciousness is promoted among the students and staff?	<p>We have introduced SDGs projects submission at PG level where students understand areas of concern from their experiences and then they prepare report and submit as a part of the curriculum.</p> <p>Apart of this we have activities where students are encourages to prepare posters on plants of concern which are then displayed in N.B as plant of the week.</p>



Academic and Administrative Audit Report

DEPARTMENT OF CHEMISTRY

Total staff: 22

Total programs offered: 4

Total students: 283

Curricular Aspects	<p>2-start ups or other Initiative and MoUs related activities</p> <p>74-courses having focus on employability/ entrepreneurship/ skill development</p> <p>80-students undertaking field projects / research/ internships as a part of curriculum</p> <p>5-courses focusing on Ethics, Gender, Human Values, Environment and Sustainability</p> <p>Feedback of curriculum taken from: Industry expert, Employers, Alumni, current students and academic peers</p>
Teaching, Learning & Evaluation	<p>100% syllabus covered as per teaching plans of teachers</p> <p>14 moodle 14 e learning resource, 14 other ICT tools used by teachers</p> <p>1:23 Mentor Mantee ratio</p> <p>All faculty has submitted the teaching plan</p>
Research, Consultancy & Extension	<p>1-Seed Money Research Projects of SXCA</p> <p>2-awards for innovation received by student</p> <p>5-Research papers published Impact Factor of Journals</p> <p>1-Collaborative* activities</p> <p>2-functional MOUs in current year</p> <p>2-Faculty invited as a Resource Person</p> <p>10-Student Research Project (other than compulsory by the University; not part of curriculum)</p> <p>2-FDP attended by facultys</p>
Student Support & Progression	<p>1-capability enhancement and development schemes implemented by department</p> <p>8-students benefited by guidance for competitive examinations and Career Counselling offered by department</p> <p>8-Number of outgoing students placed</p> <p>23-Number of students selected for higher education</p> <p>1-Number of students qualifying in state/ national/international level examinations</p>



	<p>2 technical activities awards/medals for outstanding performance in following activities at institute/state/national/international level</p> <p>5-other scientific activity organized by the department</p> <p>1-Alumni association meet held</p>
Two best practices of the dept	<p>1. Industrial Training Unit (Dexic)</p> <p>2. Remedial classes focusing on FY</p>
Distinctiveness of the dept	Chem CHO
How environment consciousness is promoted among the students and staff?	<p>There are courses on green chemistry in the UG and PG programs wherein green alternatives to conventional synthesis are included in the curriculum</p> <p>Laboratory experiments are designed focusing on green synthesis and less hazardous processes</p>

Academic and Administrative Audit Report

DEPARTMENT OF COMMERCE

Total staff: 06

Total programs offered: 2

Total students: 293

Curricular Aspects	<p>2-courses where syllabus was revised</p> <p>75-courses having focus on employability/ entrepreneurship/ skill development</p> <p>17-new courses introduced in each program</p> <p>23-courses focusing on Ethics, Gender, Human Values, Environment and Sustainability</p> <p>Feedback of curriculum taken from: Employers, Alumni, current students and academic peers</p>
Teaching, Learning & Evaluation	<p>100% syllabus covered as per teaching plans of teachers</p> <p>6 moodle used by teachers</p> <p>All faculty has submitted the teaching plan</p>



Research, Consultancy & Extension	<p>1-Research papers published Impact Factor of Journals</p> <p>1-UGC notified Journals</p> <p>1-Number of Books published with ISSN/ ISBN</p> <p>4-Faculty invited as a Resource Person</p> <p>2-FDP attended by facultys</p>
Student Support & Progression	<p>23-Number of outgoing students placed</p> <p>15-Number of students selected for higher education</p> <p>2-Number of students qualifying in state/ national/international level examinations</p> <p>3 sports,1 cultural,1 technical,and 1-other scientific activities awards/medals for outstanding performance in following activities at institute/state/national/international level</p> <p>1-Technical activity organized by the department</p> <p>1-Alumni association meet held</p>
Two best practices of the dept	organized a national level Startup Bootcamp 1.0
Distinctiveness of the dept	
How environment consciousness is promoted among the students and staff?	

Academic and Administrative Audit Report

DEPARTMENT OF COMPUTER SCIENCE

Total staff: 06

Total programs offered: 2

Total students: 487

Curricular Aspects	<p>52-courses having focus on employability/ entrepreneurship/ skill development</p> <p>12-new courses introduced in each program</p> <p>148-students undertaking field projects / research/ internships as a part of curriculum</p> <p>Feedback of curriculum taken from: Employers, Alumni, current students and academic peers</p>
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Teaching, Learning & Evaluation	100% syllabus covered as per teaching plans of teachers 6 moodle 6 e-learning resources 6 other ICT enabled tools used by teachers 1:50 Mentor : Mentee Ratio All faculty has submitted the teaching plan
Research, Consultancy & Extension	1-Research papers published 2-Conference Proceedings with ISSN number 1-Faculty invited as resource person 2 groups Student Research Project (other than compulsory by the University) 2-FDP attended by facultys
Student Support & Progression	1 12-students benefited by guidance for competitive examinations and Career Counselling offered by department 2-Number of outgoing students placed 12-Number of students selected for higher education 5-Number of students qualifying in state/ national/international level examinations 2 sports, 1 other scientific activities awards/medals for outstanding performance in following activities at institute/state/national/international level 12- alumni contributed
Two best practices of the dept	
Distinctiveness of the dept	
How environment consciousness is promoted among the students and staff?	

Academic and Administrative Audit Report

DEPARTMENT OF BDA (COMPUTER SCIENCE DEPT)

Total staff: 01

Total programs offered: 1

Total students: 61

Curricular Aspects	1-courses where syllabus was revised 18-courses having focus on employability/ entrepreneurship/ skill development
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	<p>25-students undertaking field projects / research/ internships as a part of curriculum</p> <p>5-courses focusing on Ethics, Gender, Human Values, Environment and Sustainability</p> <p>Feedback of curriculum taken from: Industry, Alumni, current students and academic peers</p>
Teaching, Learning & Evaluation	<p>100% syllabus covered as per teaching plans of teachers</p> <p>1 moodle used by teachers</p> <p>1:61 Mentor : Mentee Ratio</p> <p>Planned 100% 80% received for teaching plan</p>
Research, Consultancy & Extension	<p>1-Industry-Academia Innovative Practices</p> <p>1-Research papers published in UGC notified</p> <p>1-collaborative PG project</p>
Student Support & Progression	<p>10-students benefited by guidance for competitive examinations and Career Counselling offered by department</p> <p>27-Number of outgoing students</p> <p>2- alumni contributed</p>
Two best practices of the dept	<p>Encourages students for summer internship, projects and other online courses to join.</p> <p>Some of the students have taken up individual projects as part of online courses.</p>
Distinctiveness of the dept	<p>100% placement through campus recruitment and alumni connect</p> <p>More than 40% got benefited</p>
How environment consciousness is promoted among the students and staff?	<p>We have plan for Tree adoption activity</p>



Academic and Administrative Audit Report

DEPARTMENT OF ECONOMICS

Total staff: 05

Total programs offered: 3

Total students:

Curricular Aspects	<p>First Year GIA courses revised 75%</p> <p>1 new course introduced</p> <p>VD & AS IG- Number of students undertaking field projects / research/ internships as a part of curriculum</p> <p>Feedback of curriculum taken from: Industry, Alumni, Employers, current students and academic peers</p>
Teaching, Learning & Evaluation	<p>100% syllabus covered as per teaching plans of teachers</p> <p>02 VD AND AS-E-learning resources etc</p> <p>1:50 In some classes 1:60 (Mentor mentee ratio)</p> <p>All faculties submitted teaching plan to HOD</p>
Research, Consultancy & Extension	<p>2-Seed Money Research Projects of SXCA.</p> <p>6-lac amount Seed Money Research Projects of SXCA.</p> <p>1-teachers awarded international fellowship for advanced studies/ research during the year.</p> <p>1-Number of awards for innovation received student</p> <p>02 VD & 02 AS- Research papers published in Other journals with ISSN</p> <p>AS: 12 (VD, AS and....?) Faculty invited as a Resource Person</p> <p>2-FDP undergoing online/ face-to-face Faculty Development Programs</p>
Student Support & Progression	
Two best practices of the dept	
Distinctiveness of the dept	<p>The dept. of Economics fulfills its vision by conducting activities like the EcoFest field trips, talks by experts and presentations by the students (outside the syllabus and beyond the syllabus also)</p>



How environment consciousness is promoted among the students and staff?	Through awareness and having a paper on Environmental Economics in the syllabus. (This year we have planned an activity with alumni Anjana and some teachers are attending a National conference and contributing papers, the SXCA funded research project is a project on environment and students are involved.
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Academic and Administrative Audit Report

DEPARTMENT OF ENGLISH

Total staff: 5

Total programs offered: 2

Total students: 261

Curricular Aspects	8-courses where syllabus was revised 1-start ups or other Initiative and MoUs related activities 9-courses having focus on employability/ entrepreneurship/ skill development 37-students undertaking field projects / research/ internships as a part of curriculum 5-courses focusing on Ethics, Gender, Human Values, Environment and Sustainability Feedback of curriculum taken from:Employers, Alumni, current students and academic peers
Teaching, Learning & Evaluation	100% syllabus covered as per teaching plans of teachers 5 moodle 5 e learning resource, 5 other ICT tools used by teachers 1:23 Mentor Mantee ratio All faculty has submitted the teaching plan
Research, Consultancy & Extension	1-Faculty invited as a Resource Person 10-Student Research Project (other than compulsory by the University; not part of curriculum) 2-FDP attended by facultys
Student Support & Progression	40-Number of students selected for higher education The department came first in four events in Culfest.
Two best practices of the dept	1) Conducting activities under Literature and Life Club. 2) Insisting on coming on time and bringing hard copies of texts.
Distinctiveness of the dept	Keeping in mind the vision of the department, we organised several activities like study trips, guest lectures, debates, drama



	performances and discussions to Foster critical thinking, articulate expressions and increase aesthetic sensibilities in the students. In order to hone their academic writing skills, a new subject was introduced to specifically catered to improving their academic skills. Further, keeping in mind the mission of the department to help students transform into better human beings, the department has introduced a course to help sensitise students towards disability and ecology
How environment consciousness is promoted among the students and staff?	

Academic and Administrative Audit Report

DEPARTMENT OF GUJARATI-HINDI

Total staff: 03

Total programs offered: 1

Total students: 58

Curricular Aspects	4 courses modified 23 courses focusing on Ethics, Environment and Sustainability Feedback of curriculum taken from: industrial expert, Alumni, parents, current students and academic peers
Teaching, Learning & Evaluation	2 E-learning resources etc teachers using All faculty has submitted teaching plan to the HOD
Research, Consultancy & Extension	4-Number of Book Chapters published 1-collaborative activity 2-Faculties invited as resource persons 4-Student Research Project (other than compulsory by the University; not part of curriculum)
Student Support & Progression	
Two best practices of the dept	Practice: Visiting Institutions and areas related to the syllabus. 1. ex.Gandhi aashram, 2. Gujarat Vidhyapith, 3. Lusadiya



Distinctiveness of the dept	<p>સેન્ટ ઝેવિયર્સ કોલેજના ગુજરાતી ભાષા સાહિત્ય વિભાગમાં સ્વાયત્તતા આવ્યા પછી અભ્યાસક્રમમાં ઘણો ફેરફાર કરી શક્યા છીએ. દરેક પેપરનો ચોથો એકમ સ્કિલ ઓરિએન્ટેડ અને લેંગ્વેજ ઓરિએન્ટેડ માટે રાખવામાં આવેલ છે. જેમાં વિદ્યાર્થીનું ભાષાકૌશલ અને લેખન કૌશલ વધે તે માટેના જરૂરી ટોપીક સમાવેશ કર્યા છે. જેવા કે રિપોર્ટ રાઇટીંગ, સ્ક્રિપ્ટ રાઇટીંગ, પૂઝ રીડિંગ, ટ્રાન્સલેશન (અનુવાદ) વગેરે..</p> <p>ઉપર્યુક્ત મુદ્દાઓ દ્વારા વિદ્યાર્થીઓની ભાષા લેખન કૌશલ અને અભિવ્યક્તિની ક્ષમતા વધી છે, જેના કારણે વિભાગીય પ્રવૃત્તિઓમાં વિદ્યાર્થીઓની સક્રિયતા વધી છે.</p> <p>આગામી સમયમાં પણ અમારા વિભાગનું ધ્યેય એવું છે કે વિદ્યાર્થીઓની ભાષા-લેખન કૌશલની ક્ષમતા વિકસે તેમજ સાહિત્યની વ્યાપક સમજણ વિકસે તેવો નિરંતર પ્રયત્ન કરતા રહીશું.</p>
How environment consciousness is promoted among the students and staff?	Good.

Academic and Administrative Audit Report

DEPARTMENT OF MATHEMATICS

Total staff: 08

Total programs offered: 3

Total students: 294

Curricular Aspects	<p>2-courses having focus on employability/ entrepreneurship/ skill development</p> <p>16- new courses introduced in each program</p> <p>Feedback of curriculum taken from: Alumni, current students,parents and employer</p>
Teaching, Learning & Evaluation	<p>100% syllabus covered as per teaching plans of teachers</p> <p>1 moodle used by teachers</p>



Research, Consultancy & Extension	1- Seminar/ Conference/ Workshop organized Research papers published in UGC notified I, Impact Factor of Journals I, Other journals with ISSN I 2 Orientation attended by faculty
Student Support & Progression	
Two best practices of the dept	
Distinctiveness of the dept	
How environment consciousness is promoted among the students and staff?	

Academic and Administrative Audit Report

DEPARTMENT OF PHYSICS-ELECTRONICS

Total staff: 17

Total programs offered: 3

Total students: 195

1 state level award by faculty

Curricular Aspects	3-courses where syllabus was revised 6-start ups or other Initiative and MoUs related activities 3-courses having focus on employability/ entrepreneurship/ skill development MSc-new courses introduced in each program 2-value-added courses/certificate course imparting transferable and life skills 44-students undertaking field projects / research/ internships as a part of curriculum Feedback of curriculum taken from: Industry expert,Employers, Alumni, current students and academic peers
Teaching, Learning & Evaluation	85 to 95% syllabus covered as per teaching plans of teachers 2 other ICT enabled tools used by teachers 1:10 Mentor : Mentee Ratio All faculty has submitted the teaching plan



<p>Research, Consultancy & Extension</p>	<p>3-Research Scholars/Fellows as: JRF and SRF: 1 other fellowship 4-Seed Money Research Projects of SXCA 2-Government agencies 10-Seminar/ Conference/ Workshop organized 1-Teacher, 1-student awards for innovation received 2-Patents Filed and 1- granted 45-Research papers published 36-UGC notified Journals 9-Conference Proceedings with ISSN number 1-awards and recognition received for extension activities 5-Collaborative* activities:for research 3-Collaborative* PG projects 3-functional MOUs in current year 2-linkages # newly developed 6-Faculty invited as a Resource Person 26 Student Research Project (other than compulsory by the University 3-FDP attended by faculty</p>
<p>Student Support & Progression</p>	<p>2-capability enhancement and development schemes implemented by department. 62-students benefited by guidance for competitive examinations and Career Counselling offered by department 10-Number of outgoing students placed 10-Number of students selected for higher education 5-Number of students qualifying in state/ national/international level examinations 2 technical, 1 other scientific activities 5 awards/medals for outstanding performance in following activities at institute/state/national/international level</p>
<p>Two best practices of the dept</p>	<p>Advanced B.Sc. Programme, STTG</p>
<p>Distinctiveness of the dept</p>	<p>Annexures 1 (not received)</p>
<p>How environment consciousness is</p>	<p>Annexures 2 (not received)</p>



promoted among the students and staff?

Academic and Administrative Audit Report

DEPARTMENT OF PSYCHOLOGY

Total staff: 07

Total programs offered: 02+1

Total students: 418 + 31 (COP)

Curricular Aspects	<p>11 courses modified</p> <p>10 new course offered</p> <p>31 + 01 (COP) courses having focus on employability/ entrepreneurship/ skill development</p> <p>1 Value added course</p> <p>36 students underwent internships and projects</p> <p>31 courses focusing on Ethics, Environment and Sustainability</p> <p>Feedback of curriculum taken from: Industry, Alumni, current students and academic peers</p>
Teaching, Learning & Evaluation	<p>100% syllabus covered as per teaching plans of teachers</p> <p>0 Moodle and 5 YouTube used by teachers</p> <p>1: 70 (Mentor mentee ratio)</p>
Research, Consultancy & Extension	<p>1-Research papers published</p> <p>1 collaborative activity</p> <p>6- Activities organized under Professional Body Chapters</p> <p>4-Faculties invited as resource persons</p> <p>8- Student Research Project (other than compulsory by the University)</p> <p>1-faculties underwent orientation/FDP/refresher courses</p>
Infrastructure and learning resources	
Student Support & Progression	<p>0-Capability enhancement scheme</p> <p>38 students benefitted by guidance for competitive examination guidance</p> <p>4-Number of students selected for higher education</p> <p>11 students qualified various competitive exams</p> <p>1-student participated in state level sports</p>



	<p>Best department in sportsfest 10 Medals at Culfest, 1 student went for NCC parade Delhi 3- Other scientific activities 1-cultural activities; 1-technical activities and 4 other scientific activities organized by the Department 20 alumni contributed in terms of expert talks and donated 4 books</p>
<p>Two best practices of the dept</p>	<p>Practice 01: Student Research</p> <p>Practice 02: Innovative Evaluation practices (a. Open-book , OMR, Crossword Puzzles, Applied Assignments in exams)</p>
<p>Distinctiveness of the dept</p>	<p>Keeping in mind the vision of the Department of Psychology which is Overall Development of its students, the activities conducted range from:</p> <ul style="list-style-type: none"> ● Guest lectures, which help to get academic enhancement from experts ● Field trips and internships which help in hands-on experiential learning ● project work directed towards sharpening skill development <p>Presentations, role-playing for boosting self-confidence and practical counseling skills respectively</p> <p>The students are motivated to cultivate a positive attitude towards research by activities like:</p> <ul style="list-style-type: none"> ● creating research proposals ● field surveys ● Conducting a research/ project work at both UG and PG levels to facilitate their research skills. <p>The students are encouraged to create awareness on social issues get insight develop social responsibility by participating in activities like:</p> <ul style="list-style-type: none"> ● Psycho-drama, poster – making and presentation. <p>National and International Mental Health-related Days' celebrations</p>



	<p>Motivating students to give competitive exams and utilizing different evaluation techniques as follows which help them qualify exams like UGC-NET/GSET and crack job interviews:</p> <ul style="list-style-type: none"> ● OMR sheet ● Assertion – Reason type questions ● Case studies ● Open book exams etc. <p>Each Departmental member is available whenever students need emotional support regarding academic, personal issues etc.</p> <p>All the staff of the Department are involved in all Departmental activities, and there is equal and transparent work distribution as per their capabilities and the staff are encouraged to attend conferences, FDPs, workshops as attendees, resource persons, which helps them to get academic growth which is beneficial to the Department and the students.</p> <p>The bonding among Departmental members helps them maintain their well-being.</p>
<p>How environment consciousness is promoted among the students and staff?</p>	<p>Encourage students to take part in sustainable and green initiatives.</p> <p>Conserving electricity by switching lights off both in classrooms and department.</p>

Academic and Administrative Audit Report

DEPARTMENT OF SANSKRIT

Total staff: 02

Total programs offered: 1

Total students: 25

<p>Curricular Aspects</p>	<p>2-courses where syllabus was revised</p> <p>12-courses having focus on employability/ entrepreneurship/ skill development</p> <p>2-new courses introduced in each program</p> <p>3-Value added course</p> <p>1-students undertaking field projects / research/ internships as a part of curriculum</p> <p>9-courses focusing on Ethics, Gender, Human Values, Environment and Sustainability</p>
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	Feedback of curriculum taken from: Industry, Alumni, Parents, current students and academic peers
Teaching, Learning & Evaluation	100% syllabus covered as per teaching plans of teachers 1 moodle and 1 e learning resource used by teachers 1:5 Mentor : Mentee Ratio All faculties submitted teaching plan to HOD
Research, Consultancy & Extension	Visited LD Indology & Museum, Vanshree Saurakshanam, Colabration with Ahmedabad International Literature Festival as part of Industry-Academia Innovative Practices 1-Research papers published in Conference Proceedings with ISSN number 1-Number of Books published with ISSN/ ISBN 1-Number of linkages # newly developed 1-Faculty invited as a Resource Person 1-Student Research Project (other than compulsory by the University; not part of curriculum) 1-FDP
Student Support & Progression	5-Number of students selected for higher education 2-technical activities organized at the department. 3- alumni contributed 1-Alumni Association meeting
Two best practices of the dept	Practice 01: Innovative teaching-learning through Debate, Activity and Tree adoption activity
Distinctiveness of the dept	Sanskrit department stands out for its exceptional dedication to preserving and propagating the ancient language and its rich cultural heritage. One area where the department excels, aligning with its distinctive vision, priority, and thrust, is in fostering interdisciplinary research that bridges the gap between traditional wisdom and modern knowledge.
How environment consciousness is promoted among the students and staff?	We have plan for Tree adoption activity



Academic and Administrative Audit Report

DEPARTMENT OF STATISTICS

Total staff: 05

Total programs offered: 1

Total students: 137

Curricular Aspects	33 courses having focus on employability/ entrepreneurship/ skill development 1 Value added course Feedback of curriculum taken from: Industry, Alumni, current students and academic peers
Teaching, Learning & Evaluation	100% syllabus covered as per teaching plans of teachers 6 Moodle and 5 YouTube used by teachers 1: 14 (Mentor mentee ratio) All faculties submitted teaching plan to HOD
Research, Consultancy & Extension	1-Functional MoU 5-Student Research Project (other than compulsory by the University)
Student Support & Progression	54-Number of students selected for higher education 3-cultural activities; 2-technical activities activities organized by the Department 3 alumni contributed 1-Alumni association meeting
Two best practices of the dept	Practice 01: Every year department had been organized Statistics day on 29th June for celebrating P.C. Mahal Nobis's birth anniversary Practice 02: Department had been organized quiz competition, Power point presentation and Poster presentation for students, Students had been participating vary nicely.
Distinctiveness of the dept	The department has focused on three aspects building a conceptually sound foundation of the subject knowledge, the importance of basic and applied research, and the benefits of the subject in the development of the society for enthusing students' interest in the subject.



	<p>To patterned the knowledge of the fresher students we arrange as our best practise “Welcome Mind Test”, and we evaluate them as their learning abilities and based on that results we suggest a bridge courses, assignments etc to the slow learners. For development of student’s interpersonal skills, creativity towards subject department celebrate “National Statistics Day” on 29th June every year. Our department focuses on developing statistical analysis skills through experiential learning modules like project works, actives, data collection etc.</p> <p>In order to bring out the best out of each student in academics, the department encourage, motivate guide the students to participate in various competitive exams like JAM, CAT, ISI,ISS, Actuarial Science, NET, UPSC, GPSC, SSC. Along with that we train them to face the interview for the different posts like Bio-Statistician Research Associate, Statistical Assistant, Government sector etc.</p> <p>Our subject has burgeoned into data mining, big data analysis, machine learning and data visualizing. Hence, the statistics department today has forayed into the "Gateway to Data Science". To inculcate this, our department trains the students with different Statistical software’s like Micro-soft Excel, SPSS, R-language. We offer value-added courses which help the students to acquire skillsets required to match the need of the industries. These courses equip students with global competencies so that they can face the changing trends of the global market successfully, for example our department offers them Statistical Analysis using SAS. Department has been on a vigorous pursuit of collaborating with leading industries to generate the much needed man power for prospective employers.</p> <p>The department arrange regularly study tours, field visits, practical sessions for enhancing their fundamental concepts and knowledge of the respective subjects, along with that we frequently arrange seminars and guest lectures in the latest trends by bringing subject experts with taking help of alumni.</p>
<p>How environment consciousness is promoted among the students and staff?</p>	<p>Buy only reusable products Turn off the lights Ride your bike Don’t waste energy (especially at your workplace where it is free) Support local bio shops .</p>



Academic and Administrative Audit Report

DEPARTMENT OF ZOOLOGY

Total staff: 06

Total programs offered: 1

Total students: 101

1 state level and 1 National level award won by staff

Curricular Aspects	2-courses where syllabus was revised 8-courses having focus on employability/ entrepreneurship/ skill development Feedback of curriculum taken from: Industry, Alumni, Employers, current students and academic peers
Teaching, Learning & Evaluation	100% syllabus covered as per teaching plans of teachers 2 moodle and 4 e learning resource used by teachers 1:15 Mentor : Mentee Ratio All faculties submitted teaching plan to HOD
Research, Consultancy & Extension	1- Faculty invited as a Resource Person 1 Orientation 1-FDP undergoing online/ face-to-face Faculty Development Programs
Student Support & Progression	4-Number of students selected for higher education 1 alumni contributed
Two best practices of the dept	Practice 01: Departmental Library Practice 02: Bilingual teaching
Distinctiveness of the dept	
How environment consciousness is promoted among the students and staff?	