



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

P. T. SARVAJANIK COLLEGE OF
SCIENCE

- Name of the Head of the institution DR. PRUTHUL RAMESH DESAI
- Designation Principal
- Does the institution function from its own campus? Yes
- Phone no./Alternate phone no. 02612240028
- Mobile no 9426854713
- Registered e-mail pruthuldesai@gmail.com
- Alternate e-mail principal@ptscience.ac.in
- Address M T B College Campus, Jawaharlal Nehru Marg, Athwalines, Surat
- City/Town Surat
- State/UT Surat
- Pin Code 395001

2.Institutional status

- Affiliated /Constituent Affiliated
- Type of Institution Co-education
- Location Urban

- Financial Status **Grants-in aid**
- Name of the Affiliating University **Veer Narmad South Gujarat University, Surat**
- Name of the IQAC Coordinator **Kileen J. Mahajan**
- Phone No. **02612240028**
- Alternate phone No. **9426854713**
- Mobile **9825072063**
- IQAC e-mail address **kjm@ptscience.ac.in**
- Alternate Email address **kileenmahajan@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://www.ptscience.ac.in/upload/aqar/aqar%202020-21.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://ptscience.ac.in/upload/academic%20calender/term-schedule-2021-22.pdf>

5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|----------------|------------|-------------|-----------------------|-------------------|-------------------|
| Cycle 1 | B++ | 84 | 2007 | 31/03/2007 | 30/03/2012 |
| Cycle 2 | A | 3.03 | 2015 | 03/03/2015 | 02/03/2020 |

6. Date of Establishment of IQAC

01/07/2007

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|-----------------------------------|----------|----------------|-----------------------------|----------|
| 0 | 0 | 0 | 0 | 0 |

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of

[View File](#)

IQAC

9.No. of IQAC meetings held during the year **1**

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

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

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

- If yes, mention the amount

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

- Student Startup and Innovation Program (SSIP) is running successfully and students have benefited
- Finishing School, sponsored by the Knowledge Consortium of Gujarat, was conducted
- The SSR for the third cycle of the NAAC was prepared

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

| Plan of Action | Achievements/Outcomes |
|--|---|
| To add more certificate courses | Two more certificate courses were added and conducted successfully |
| To look into the possibility of soft skill based certificate course | One such course, by the name of Finishing School, was conducted |
| To increase the frequency of the Certificate Course on Arduino Programming | It was offered twice during the year and got response in both of them |
| To continue with our unique Nobel Lecture Series | Invited talks were held under the Nobel lecture series |
| To diversify the social activities being carried out under NSS | It was executed successfully |

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

| Name | Date of meeting(s) |
|------|--------------------|
| LAC | 10/12/2021 |

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

| | |
|--|---|
| 1.Name of the Institution | P. T. SARVAJANIK COLLEGE OF SCIENCE |
| • Name of the Head of the institution | DR. PRUTHUL RAMESH DESAI |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 02612240028 |
| • Mobile no | 9426854713 |
| • Registered e-mail | pruthuldesai@gmail.com |
| • Alternate e-mail | principal@ptscience.ac.in |
| • Address | M T B College Campus, Jawaharlal Nehru Marg, Athwalines, Surat |
| • City/Town | Surat |
| • State/UT | Surat |
| • Pin Code | 395001 |
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| • Affiliated /Constituent | Affiliated |
| • Type of Institution | Co-education |
| • Location | Urban |
| • Financial Status | Grants-in aid |
| • Name of the Affiliating University | Veer Narmad South Gujarat University, Surat |
| | |

| | | | | | |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Name of the IQAC Coordinator | Kileen J. Mahajan | | | | |
| • Phone No. | 02612240028 | | | | |
| • Alternate phone No. | 9426854713 | | | | |
| • Mobile | 9825072063 | | | | |
| • IQAC e-mail address | kjm@ptscience.ac.in | | | | |
| • Alternate Email address | kileenmahajan@gmail.com | | | | |
| 3.Website address (Web link of the AQAR (Previous Academic Year)) | https://www.ptscience.ac.in/upload/aqar/aqar%202020-21.pdf | | | | |
| 4.Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://ptscience.ac.in/upload/academic%20calender/term-schedule-2021-22.pdf | | | | |
| 5.Accreditation Details | | | | | |
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| Cycle 2 | A | 3.03 | 2015 | 03/03/2015 | 02/03/2020 |
| 6.Date of Establishment of IQAC | | | 01/07/2007 | | |
| 7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc., | | | | | |
| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount | |
| 0 | 0 | 0 | 0 | 0 | |
| 8.Whether composition of IQAC as per latest NAAC guidelines | | | Yes | | |
| • Upload latest notification of formation of IQAC | | | View File | | |
| 9.No. of IQAC meetings held during the year | | | 1 | | |

| | | |
|--|---|--|
| <ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes | |
| <ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded | |
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| <ul style="list-style-type: none"> If yes, mention the amount | | |
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| 13. Whether the AQAR was placed before | Yes | |

| | |
|--|--------------------|
| statutory body? | |
| <ul style="list-style-type: none"> Name of the statutory body | |
| Name | Date of meeting(s) |
| LAC | 10/12/2021 |
| 14. Whether institutional data submitted to AISHE | |
| Year | Date of Submission |
| 2021-22 | 12/01/2023 |
| 15. Multidisciplinary / interdisciplinary | |
| <p>As the Institute is currently affiliated to Veer Narmad South Gujarat University (VNSGU) Surat, it is mandatory for it to follow prescribed curriculum of VNSGU. To make students aware about the current environmental crisis, the syllabus offers a paper of environmental studies to F. Y. B. Sc. students in both the semesters as a compulsory subject. To make them more competent in job market, they are being taught English as mandatory subject in all six semesters. In subjects like Botany and Zoology, students are encouraged to take part in field trips to increase their practical knowledge. Students in subjects like Physics and chemistry are also encouraged to visit research laboratories like, PRL, IPR, Observatory, Chemical industries to increase their knowledge base. Moreover, to make students more powerful in fundamentals and competent, the Institute offers University recognized certificate courses in Chemistry, Physics and Biology. To improve multidisciplinary approach of the students, the Institute strives to arrange invited talks on various topics including Nobel lecture series since many years. These lectures not only provides them novel research taking place but also pursue them to opt for higher studies in various fields.</p> | |
| 16. Academic bank of credits (ABC): | |
| <p>The Institute will apply for the Academic Bank Credits as soon as the current accreditation process is over. We have also applied for the status of Autonomous College so that we become automatically eligible for ABC.</p> | |
| 17. Skill development: | |
| <p>The Institute is already running a few certificate courses that</p> | |

enhance the skills of the students. We have planned to introduce few more courses in future so that students can develop different skill sets in different subject, which will eventually make them more likely to be absorbed in the job market with handsome salaries. The Institute constantly pursue activities related to soft skill, patriotism, social responsibility and overall development. These activities boost their moral, increases their potential and channelize young generation. College offers opportunity to opt for NCC, NSS, Physical training, arranges finishing schools, course in Arduino. The Institute has SSIP center, which not only encourages the students to dream but also guide them to channelize their ideas leading to patent their design/product. The Institute also arranges talks to celebrate National / International days, which inculcate morality, ethics, positivity, humanity, value of life etc.

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

The Institute encourages its students to adopt Indian culture and value system while studying. It encourages the students to join different online course to improve their fundamental knowledge.

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

Currently, it has become a need to introduce outcome based courses. Even NEP also emphasizes on this. Hence the Institute has prepared Program outcome (PO), Program specific outcome (PSO) and Course outcome (CO) for each course and is displayed on college website. It is the routine practice of our teachers to discuss PO, PSO and especially CO in the first lecture of the concerned semester.

20.Distance education/online education:

Currently, the VNSGU has not made any provision for providing distance education program in the science faculty and as an affiliated Institute, it applies to us too. During COVID-19 pandemic, we have procured Microsoft team and Google classroom software. Our faculty members, being techno savvy, have prepared their all lectures in power point and have conducted their online classes smoothly. Even internal exams were also conducted in online mode during this pandemic. Moreover, to keep students busy and away from any psychological pressure, the Institute has also arranged webinar series in all subjects during this crucial time.

Extended Profile

| 1.Programme | |
|--|---------------------------|
| 1.1 | 272 |
| Number of courses offered by the institution across all programs during the year | |
| File Description | Documents |
| Data Template | View File |
| 2.Student | |
| 2.1 | 430 |
| Number of students during the year | |
| File Description | Documents |
| Institutional Data in Prescribed Format | View File |
| 2.2 | 268 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |
| File Description | Documents |
| Data Template | View File |
| 2.3 | 486 |
| Number of outgoing/ final year students during the year | |
| File Description | Documents |
| Data Template | View File |
| 3.Academic | |
| 3.1 | 37 |
| Number of full time teachers during the year | |
| File Description | Documents |
| Data Template | View File |
| 3.2 | 39 |

| | |
|--|---------------------------|
| Number of sanctioned posts during the year | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 Total number of Classrooms and Seminar halls | 16 |
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | 125.68 |
| 4.3 Total number of computers on campus for academic purposes | 108 |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

P T Sarvajanic College of Science is permanently affiliated to the Veer Narmad South Gujarat University (VNSGU), Surat. The syllabi of the courses are designed by the Board of Studies of the respective subjects.

The University brings out its academic calendar at the beginning of the year. The HOI conducts a meeting of all the HODs at the beginning of every semester to chalk out the strategy to implement the academic calendar and other activities for the upcoming year. The IQAC provides valuable inputs from the previous years' experience and guides all the HODs how to implement it.

Subsequently, the HODs arrange departmental meetings wherein the discussion with the HOI and IQAC coordinator are shared with the departmental faculty. The HODs also distribute the topics amongst the faculty and assign the syllabus along with the plans of the departmental activities.

Extra classes are also conducted for preparing advanced learners for competitive exams.

The Institute library plays a pivotal role in dissemination of knowledge by providing individual user IDs to all the students including research students and the faculty for INFLIBNET access.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://ptscience.ac.in/upload/academic%20calender/term-schedule-2021-22.pdf |

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

The academic calendar is prepared by the VNSGU and the Institute follows it. The departments of the Institute chalk out their teaching plans accordingly. A general time table of the Institute is prepared and circulated amongst all the departments and displayed on the notice board as well as uploaded on the college website.

The internal examination for all the theory subjects is conducted through a common time table as per VNSGU guidelines. Each faculty gives assignments to the students to be submitted by them within stipulated time limit. The internal marks are displayed on the notice boards and students are given an opportunity to raise their queries against the marks given, if any. Any grievance is brought to the notice of the respective HODs and is resolved to the satisfaction of the student.

The practical internal assessment is based on viva, attendance in the regular laboratory work and journal submission.

A special supplementary exam is conducted just before the semester end university exam for those students who could not appear in the internal tests for a genuine reason.

The VNSGU announces dates of conducting the external examinations and the necessary arrangements for conducting them at the Institutional level are made.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://drive.google.com/file/d/1L-2zFHAXGOhGg589ug3nX99qK8uAknHG/view |

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

1.2 - Academic Flexibility

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

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

8

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

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

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

6

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

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

9

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

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

Some cross-cutting issues relevant to Gender, Environment and Sustainability, Human values and Professional Ethics are already integrated into the curriculum. Additionally, we organize number of programs such as invited talks, awareness programs etc. to sensitize the students for these issues.

Professional Ethics: The Institute has placed on its website a code of conduct for the students which is implemented in letter and spirit during regular discourse.

Gender equality and Human values: The Institute organizes seminars/invited talk to sensitize the students about gender equality and human values.

Environmental Studies: The students learn environmental studies which brings awareness among them about the current environmental

issues.

Non-renewable Energy Sources: The students learn about the non-renewable energy sources, their limitations, why we should be worried about incoherent use of these resources etc.

Renewable Energy Sources: The students learn about the renewable energy sources, how to increase their use to offset the greenhouse effect.

Marine Science: The students come to know the underwater world of living organisms.

Horticulture: It helps the students grow flowers, fruits, vegetables, herbs, ornamental plants etc.

Catalysis and Green Chemistry: The students are trained to use renewable raw materials, eliminating wastes and avoiding the use of toxic and hazardous reagents.

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

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

74

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View File |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Institutional Data in Prescribed Format | View File |

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

30

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni **A. All of the above**

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://ptscience.ac.in/pages/feedback-and-student-satisfaction-survey/ |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | View File |

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| URL for feedback report | Nil |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

514

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

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

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

257

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

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

The Institute has developed its own method to determine the slow and advanced learners based on the following criteria:

- Performance at XII / UG level

- Interaction during orientation program, classroom teaching, laboratories work etc.
- Performance in the internal exam.

Once the identification is done, the Institute meticulously implements activities specially curated for them.

The Advanced Learners are encouraged to:

- Access ICT facilities and maximize the use of INFLIBNET.
- Apply for Summer Internships.
- Attend Workshops/seminars.
- Prepare for the competitive exams like JAM, JEST etc.
- Present papers/projects at various state/national seminars/exhibitions.
- Maximize their score at the University examination and secure University ranks.

For slow learners, the Institute has taken following measures:

- Remedial classes are conducted by the faculty in which the difficult topics are discussed at a customized pace.
Sometimes
- Peer learning is encouraged by asking brighter students to group discuss the topics.
- Additional study material is provided to them.
- The faculty provides them valuable tips to improve their performance.

Efforts for Specially Challenged Students:

- Online training sessions were conducted in collaboration with Xavier's Resource Centre for the Visually Challenged (XRCVC), Mumbai.
- One group - "Helping Hands"- has been formed to volunteer for this noble cause.
- Audio notes and tactile diagrams are prepared under the guidance of the teachers.
- Extra sessions are conducted for them.
- Peer learning is encouraged.
- Laboratory instruments are also modified according to their need.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.ptscience.ac.in/pages/certificate-course/ |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 1389 | 37 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

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

Experiential Learning:

Science subjects involve practical - an important component of scientific learning. Each practical course has an integrated component like hands-on experience, maintenance of records, developing skills to handle advance instruments etc.

- The Institute also arranges field visits, industrial visits, NSS/NCC camps, which help students learn life-skills, soft-skills, communication techniques.
- Dissertation Projects involving data collection, analysis, interpretation of results and conclusions help in widening the knowledge span and developing scientific temper.
- The students are encouraged to take part in various extra-curricular and co-curricular activities through different clubs. Inter/intra-college events bring to forefront their hidden talents.
- Sky gazing activity is held on a regular basis. All rare celestial events are observed through the telescope and the event is kept open for public at large to view. Students are taken to the place, free from background lights and pollution, to observe and get enthralled by the beauty of the night sky.
- Students are given freedom to organize different

competitions such as ppt presentation, poster making etc.

- The Institute invites prominent scientists, professors, eminent persons in other walks of life so that the students learn by interacting with them.
- During regular classes, the faculty encourages the students to develop necessary analytical skills, problem solving skills etc.

Participative learning:

The students are encouraged in the participative learning process given below:

- Classroom discussions
- Seminars and projects
- Analysis of research papers
- Wall magazines

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Link for additional information | Nil |

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

The Institute has recognized the importance of ICT enabled tools in enhancing teaching-learning process. So, all the classrooms have been equipped with LCD projectors, speakers and the entire campus is Wi-Fi enabled. All the departments are IT-enabled with internet, Wi-Fi and/or LAN connectivity. Conference hall and auditorium are well-equipped with the latest audio-visual facility. Laptops/desktops are provided to the departments.

The faculty have gleefully adopted a blended approach of using chalk and talk method and ICT enabled tools method. The faculty regularly prepares their lectures in the form of ppt presentation, which is embellished using videos and animations. The Institute has purchased a licensed copy of GSuite which is generously used by the faculty. The Government of Gujarat has also given the Institute a licensed copy of MS Teams and online classes/seminars are conducted using MS Teams and Google Meet.

Online Quizzes and other activities are also conducted through

GSuite/MS Teams. During COVID-19 when the students were not allowed on campus, online sky gazing program was organized by the faculty using the CCD camera and the telescope available with the Institute.

The central library of the Institute is equipped with various e-learning resources such as DELNET and ADINET. For extensive access of the INFLIBNET facility, individual user IDs of faculty and the students is created. The students are encouraged to watch NPTEL video lectures to clear their doubts and improve their fundamentals. Educational CDs and DVDs are made available as learning material in the central library.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

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

2.3.3.1 - Number of mentors

36

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

2.4 - Teacher Profile and Quality

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

37

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

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

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

20

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

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

2.4.3.1 - Total experience of full-time teachers

476

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

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

One of the cornerstones of the teaching-learning process is a robust, transparent and objective assessment system. For the internal evaluation of both theory and practical, the Institute follows the rules laid down by VNSGU. The process of conducting internal assessment is conveyed to students during their orientation program. The announcement of the schedule of the internal tests is made well in advance. The timetable for the internal test is displayed on the Institute website and also on the notice board. The syllabus for the test is communicated to students in the class well in time.

Apart from the theory examination, the students have to appear for the internal practical examination/viva. A student who fails to fulfill the minimum attendance rules of VNSGU is disqualified from the final examination.

Those students who remained absent during the internal exams for some genuine reasons are given the option of appearing for additional test as per VNSGU rules.

In case a student has any grievance in the marks scored in the internal examination, he/she contacts the HOD, who discusses the matter with the respective faculty and then calls the student in person to resolve the query.

Once the evaluation of internal test is over, the faculty discusses the general performance of the class and share his/her overall observations highlighting the ways to improve further. Thus, the students become aware of their shortcomings that help them to improve their score in the University exam. Internal marks are displayed on the notice boards.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | https://www.ptscience.ac.in/pages/procedure-and-policies/ |

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

Internal Examination:

A Local Examination Committee (LEC) is established whose specific task is to address the grievances related to examinations. In case

a student has any grievance related to internal evaluation, he/she has to write an application to the HOD of the concerned subject. The HOD consults the concerned faculty. He discusses the complaint with the faculty and tries to resolve it. After that, he calls the student in person and explains him the solution. In a rare situation, if the student is not satisfied with the explanation and refuses to budge, the matter is brought before the LEC which takes the stock of the situation and on consulting the HOD gives the decision. If required, it calls the parents of the concerned student and convinces him/her about the decision taken by LEC. The LEC's decision in the matter is binding for everybody.

University Examination:

The common grievances brought to the notice of the Local Exam Committee are:

- Change of name or name misspelled in the admit card
- Wrong allotment of subjects
- Results withheld without giving any reason by the University
- Answer sheets undervalued (reevaluation)
- Questions asked in the paper are out of the syllabus

The applications related to such grievances are forwarded to the University.

In case a student is caught using unfair means, the LEC looks into the matter and recommends its findings to the University for further actions. The entire process is carried out in time bound manner.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | https://ptsience.ac.in/pages/procedure-and-policies/ |

2.6 - Student Performance and Learning Outcomes

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

The Institute places a high focus on providing learners with outcome-based education in order to instill numerous skills, values, aptitudes and competences such as critical thinking,

problem-solving ability, in-depth knowledge and experiential learning. The Institute recognizes the relevance of learning outcomes in achieving these objectives (PO, PSO and CO).

As the Institute is an affiliated college, it has used the affiliating university's syllabus to express the required learning goals for the various programs and courses offered at the undergraduate and graduate levels. The Institute makes an attempt to construct relevant and learner-centric learning outcomes to address multiple components of excellent teaching-learning such as experience learning, skill development, critical thinking and analysis when producing these learning outcomes.

The HODs along with the respective teaching faculty, discuss the syllabi prescribed by the affiliating university to prepare the learning outcomes at the start of each session. In addition, when establishing the learning outcomes, alumni input is taken into account. If the affiliating university makes any changes to the syllabi, they are given proper consideration in order to alter the learning outcomes for a specific programme or course.

The learning outcomes are then widely disseminated on the college website. The college also hosts an orientation event for first-year students during which the principal and staff members share the learning goals with students.

This has made a significant contribution to the instillation of desirable abilities, values, aptitudes, and competences in learners as well as the enhancement of college academic standards.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://www.ptscience.ac.in/pages/co-po/ |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

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

Preparing the program outcomes (POs) and course outcomes (COs) and displaying them on the institutional website is one aspect, but evaluating and analyzing them at the end of the academic year is another and perhaps more important aspect that any Institute should look into and we are no exception to it. It reflects our

strengths and shows our weaknesses that can be focused on for further improvement and quality assurance.

In view of this, all the departments of the Institute, under the guidance of IQAC, strive to achieve the POs and COs by organizing various academic, co-curricular and extra-curricular activities for the learners on a regular basis.

A comprehensive mechanism for the evaluation process is based on the performance of the student in both internal as well as external examinations, assignments, performance in the practical viva, participation in various co-curricular and extracurricular activities etc.

The degree of attainment of POs and COs can be assessed based on the following parameters:

- The number of University toppers of our Institute during the last five years
- Number of students qualifying in the National/State Level competitive examinations such as NET, GATE, SLET, JAM, JEST, GPSC etc.
- Number of students getting enrolled for their higher studies after completing their graduation/ postgraduation from our Institute
- Number of students getting admissions in the Institutes of repute abroad
- Their employability and employment
- The salary they receive in their jobs
- Their overall earning etc.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://www.ptscience.ac.in/pages/co-po/ |

2.6.3 - Pass percentage of Students during the year

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

456

| File Description | Documents |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | https://drive.google.com/file/d/1pXQ_8B6Js_dPHuZ7zCWjYYwG6A04RwChr/view?usp=drive_link |

2.7 - Student Satisfaction Survey

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

<https://ptscience.ac.in/pages/feedback-and-student-satisfaction-survey/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

2.60

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

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

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

1

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | View File |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | https://www.vnsgu.ac.in/ |

3.2 - Innovation Ecosystem

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

In order to support innovations and ideas of young students and provide a conducive environment for optimum harnessing of their creative pursuit, the Student Startup & Innovation Policy-SSIP-of Government of Gujarat has designed an integrated, state-wide, university-based innovation ecosystem.

The Institute has registered itself under the SSIP scheme of Phase VI and an MOU was signed with the Gujarat Knowledge Society (GKS) on 22nd May, 2020.

An annual grant of Rs. 5,00,000.00 was approved which was to be solely spent on SSIP activities for the students. An amount of Rs. 1,25,000.00 was disbursed as the first quarterly instalment.

Even though the time of the grant disbursement overlapped with the tough times of the pandemic, the Institute could identify two projects that were put up for proof of concept. Fortunately, both

the projects were accomplished within the stipulated span and were so unique that a detailed patent search process was initiated.

The uniqueness and worthiness of the projects lead to filing of two patents.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://ptscience.ac.in/pages/patents-filed-under-ssip/ |

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

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

00

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

14

| File Description | Documents |
|--|---|
| URL to the research page on HEI website | https://ptscience.ac.in/pages/research/ |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | View File |

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

00

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

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

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

04

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.4 - Extension Activities

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

To effectuate the stated vision of the Institute which comprises the prime goal of instilling a spirit of camaraderie amongst students and sensitize them regarding their role and duty towards nation building, the NSS and NCC units were established. Various activities conducted by the NSS and NCC units provide an ideal platform to the students to address social issues.

Blood Donation: Another imperative program organized by the Institute is "Blood Donation Camp" in collaboration with the "Surat Raktdan Kendra."

Annual NSS Camp: The NSS unit organizes an annual camp mostly in residential schools, which helps the students to understand the

struggles of the under privileged sectors of the society and there by developed empathy. During the camp, students interact with school students to understand their problems, motivate them and help them in studies, inculcate hygienic habits and moral values, create awareness programs for local people, offer service at the local Primary Health Center and undertake cleanliness drive.

Women Empowerment: Ours is a co-educational Institute with large number of girl students. So, it is our primary responsibility to create empathy among students for gender issues and to impart health and hygiene awareness. To address such issues, NSS conducts various activities like "Beti Bachavo-Beti Padhavo Abhiyaan", "Self-defense Training", organize invited talks on "181-Abhayam", "Breastfeeding Awareness Week", "Women Empowerment Week" etc.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

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

01

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | View File |

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

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

13

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

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

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

307

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.5 - Collaboration

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

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

03

| File Description | Documents |
|--|---------------------------|
| e-copies of related Document | View File |
| Any additional information | View File |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

12

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | View File |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The campus of the Institute spans across an area of 3.5 acres. It has a Main building, a Biology building, a Library building, a Health center, a Canteen, Girls' and Boys' hostels.

Classrooms: Apart from the departmental common rooms and offices, the Institute has fourteen classrooms that are equipped with LCD projectors. Four of them have a capacity to accommodate more than 160 students.

Laboratories: Chemistry and Physics department have five laboratories each and one research laboratory each. Botany department has three laboratories. Zoology department has three laboratories and one research laboratory. All are spacious and equipped with latest instruments.

Library: The library houses nearly 16000 books in a two-storied building. It boasts of a rare collection of back volumes of research journals and precious books. It has separate reading rooms for Teachers and students. It is computerized with SOUL software and one computer serves as kiosk for OPAC. It is equipped with RFID facility that is used for books issue and return.

Conference/Seminar Hall: The Institute has a Conference/seminar hall equipped with a computer, an LCD projector, a printer and is Wi-Fi enabled.

Taramoti Hall (Central Hall): The Institute has state-of-art centrally ac hall with a very high resolution video wall, sophisticated sound system, collapsible motorized curtain and a seating capacity of 390.

Botanical Gardens: The Institute has developed two botanical gardens in which different types of saplings are planted. Most of the specimen necessary for carrying out experiments in Botany are obtained from these gardens only.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://ptscience.ac.in/pages/ict-enabled-facilities/ |

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

The Institute has more than adequate facilities for cultural and sports activities. The details are given below:

Taramoti Hall (Central Hall): Institute’s auditorium is named “Taramoti Hall”. The Taramoti Hall has a grand, stupendous theater structure with steps, which gives clear view of the stage from any corner and has a comfortable sitting capacity of 390 persons. The stage of the hall is large enough to conduct professional plays. The Taramoti Hall is equipped with all-in-one Podium, LCD projector, screen and an excellent audio system. The Taramoti Hall is regularly used for seminars/workshops, talks, screening movies, cultural activities etc.

Conference Hall: The conference hall is equipped with ICT facility with seating capacity of 40. The hall is fully air-conditioned with a round table.

Sports Facilities: The sports facility available on campus are given below:

Two indoor halls: one for boys and one for girls for playing

Badminton and Table Tennis**Outdoor Facilities:**

Play Ground: For Athletics, Cricket, Football, Hockey, Handball, Tug of War etc.

Volleyball Ground: For Volleyball, Kabaddi etc.

Tennis Ground: For Tennis, Kho-Kho etc.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://ptscience.ac.in/pages/playground/ |

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

16

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://ptscience.ac.in/pages/ict-enabled-facilities/ |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

20.67

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

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

Our Institute has a well-maintained spacious central library facility with nearly 16900 books. It has hundreds of textbooks, novels (Gujarati and English) and other useful resources that can be considered rare. It also subscribes to various science journals (around 20), a large number of magazines and leading newspapers.

It has been registered with N-LIST (INFLIBNET) since 2009. The library is RFID enabled.

Library is using SOUL 2.0 software to keep track of the access to the books, issue, and updating of the stock.

The library database is shared across the country via DELNET, GujCat and ADINET platforms.

Name of ILMS Software: SOUL 2.0 Version

Nature of automation: Partially

Version: 2.0

Year of Automation: 2002 and 2007

RFID Implementation: 2017

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional Information | Nil |

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **A. Any 4 or more of the above**

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

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

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

2.11

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

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

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

1426

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

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

Time to time, the Institute has updated its IT facilities by increasing number of computers, printers, scanners, LCD projectors and licensed software. The entire campus is Wi-Fi enabled with a high-speed internet connection. All the departments are equipped with desktops, laptops, printers, scanner and WI-FI. Each department is connected with 50 mbps broadband line for computer aided teaching and learning material. Licensed copy of Quick Heal Antivirus package has been installed in all the computer systems to ensure security and protection of the computers.

All the classrooms are equipped with LCD projectors and CCTV cameras. Department of Physics, Chemistry, Zoology and Botany have visualizers that are utilized for both laboratory as well as classroom teaching. The Institute has computer lab with internet facility, which is equipped with different operating systems like Windows and Linux. We upgrade our computer lab by including computers with latest configurations on a regular basis. Students as well as the staff members can utilize this facility.

The library has been registered with N-LIST (INFLIBNET). All the staff members and students have been allotted a separate individual user IDs to access and utilize plethora of e-content (eShodhSindhu, e-journals, e-books, e-magazines, Shodhganga, etc.) available free of cost. The library is partially digitalized through RFID system and it is equipped with SOUL 2.0 software to maintain the database. The Institute has its own website <https://www.ptscience.ac.in> where students can find notices, old question papers, syllabus, admission process and any other relevant information.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.3.2 - Number of Computers

108

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| List of Computers | View File |

4.3.3 - Bandwidth of internet connection in the Institution **A. ? 50MBPS**

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | View File |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure

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

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

103.78

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

The Institute is very conscious as far as the maintenance of infrastructure and updating other facilities are concerned. The details are as follows:

Building Maintenance: The Sarvajanik Education Society (SES) has a well-established Estate Department that takes care of building maintenance.

Electrical Maintenance: The major faults are resolved by Torrent Power Limited (TPL), Surat. However, routine servicing, repairing and replacement of electrical accessories and installations in the campus are carried out by the Estate Department of the SES.

Library Maintenance: Computers in the library and other peripherals are repaired and upgraded from time to time under the AMC.

Laboratory Maintenance: The equipment stock, chemicals stock, stock of glassware, slides, specimens, herbarium, charts, models etc. in the laboratory are maintained and audited regularly by the laboratory assistants and Faculty-in-charge of respective laboratory.

ICT facility Maintenance: AMCs are in place with different professional agencies for the maintenance of ICT facilities. The support facilities like replenishing of consumables like laser printer toners, photocopying machine toners, laboratory chemicals, stationary items etc. are also made available through pre-authorized vendors.

Surveillance system maintenance: The entire campus is under CCTV surveillance. An AMC is given for maintenance of entire CCTV surveillance system.

Other maintenance: Air conditioning systems and the water purification systems maintained by giving AMCs. In order to take care of the Gardens including botanical garden and the lush green out field of the college cricket ground, an AMC has been given.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

314

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

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

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

38

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

| File Description | Documents |
|---|---------------------------|
| Link to Institutional website | Nil |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

1313

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

1313

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

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

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of student placement during the year (Data Template) | View File |

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

5.2.2.1 - Number of outgoing student progression to higher education

72

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | View File |
| Details of student progression to higher education | View File |

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

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

51

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | View File |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

5.3 - Student Participation and Activities

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

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

3

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | View File |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

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

A Student Council is a representative structure through which the elected students of the Institute get an opportunity to take part in the affairs of the Institute, working in partnership with the HOI, staff and students for the benefit and betterment of the Institute. However, no election for the Student Council was held this year due to Covid pandemic. But, the students do get to play an active role in NCC and NSS activities.

By participating in various activities, the students understand the value of hard work, perseverance, inventiveness, togetherness, empathy and ethical conduct.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.ptscience.ac.in/pages/sexual-harassment-prevention-cell/ |
| Upload any additional information | View File |

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution

participated during the year (organized by the institution/other institutions)

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

58

| File Description | Documents |
|---|---------------------------|
| Report of the event | View File |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | View File |

5.4 - Alumni Engagement

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

With a view to bridging the gap between the former students and the Institute, development and the challenges, an alumni association was established in the year 2007 and was named "Sir P. T. Sarvajanic College of Science Alumni Association."

Since its inception, the Alumni Association has gone from strength to strength and today it has more than 700 members. Due to the excellent rapport shared by our faculties with the alumni today, we are able to make a strong bonding and network between alumni and institute. The Institute boasts of Alumni who have carved out niche for themselves in wide spectrum of fields and various walks of life.

The Alumni engage with their alma-mater in the following ways:

- Every year mobilizes funds to donate books to the 'Poor Boys Book Bank' which is maintained by the Institute library
- Every years helps poor students by providing them freeships
- It helps in organizing Industrial visits
- It has donated bicycles to the Bicycle Club of the Institute
- It provides a platform for interaction among the past students

- It felicitates, honours, encourages the past students who have earned special accomplishment in any field
- It donates valuable scientific equipment

Annual General Body Meeting: Each year, an annual general body meeting of the members takes place during June/July. The managing committee of the association is formulated for the span of three years in this meeting. Furthermore, all the resolutions passed by the managing committee are approved in the meeting.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://drive.google.com/file/d/18tBksIFxZiJ0uCWQvf_fc_WPhi0ge40Q/view |
| Upload any additional information | View File |

5.4.2 - Alumni contribution during the year A. ? 5Lakhs (INR in Lakhs)

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

An institute running a variety of courses in UG and PG sections needs to be managed efficiently due to diverse needs and requirements. It necessitates a clear understanding of the vision and mission and should be buttressed by diligent persistent work in that direction.

The Institute has realized that besides the regular curriculum and prescribed syllabi, it is necessary to develop an environment of scientific temper amongst students and simultaneously provide them all the possible opportunities to be part of the latest developments. In this context, the Institute regularly invites the eminent speakers from various fields of scientific expertise to interact with the students. Visits to laboratories, industries etc. are also regularly organized to get a firsthand experience of modern instrumentation techniques, work culture in an industry

etc. The students of life sciences visit different sanctuaries, eco-tourism sites, botanical garden etc. to get first-hand experience of life in its natural habitat.

The Institute has adopted a decentralized approach for smooth and efficient functioning of various departments. The departmental activities are handled by the respective HODs. A culture of sharing and caring is prevalent amongst the staff and the faculty members are always glad to lend a helping hand to each other.

Teachers are the members of various committees and a camaraderie amongst the staff has been a noteworthy feature of the Institute, which is a direct outcome of the democratic ethos of the Institution.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104369/6.1.1_1652432744_3568.pdf |
| Upload any additional information | View File |

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

In order to manage and ensure the smooth functioning of its constituent institutes, the Sarvajanic Education Society (SES) has formed a unique two-tier system. The first tier is at the level of the overall administration of the college. The LAC - Local Administrative Committee, as it is named, forms a link between the office bearers of SES and college administration. The LAC is headed by a Chairman appointed by the SES. The Principal of the college is the ex-officio member of the committee. The other members of the committee, nominated by the SES include - a few ex-principals of the college, a representative from the alumni, some members from the industry and a representative each from teaching faculty and non-teaching faculty of the college. The LAC meets at least once in a term (twice a year) to discuss and finalize various affairs of the college for the academic year.

Another tier of decentralization is at the departmental level. In the beginning of the academic year, the HODs are informed to prepare a list of the requirements for their respective departments that includes books, equipment and any other

infrastructural/academic facility. The HODs consult the teaching and the non-teaching staff members of the department whence, after deliberation, finalizes the proposal which can be put forward in the LAC.

This financial decentralization by way of participative management is indeed one of the outstanding features of our college and a classic example of healthy management and institute relationship.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan highlights a set of priorities and recommendations, which would help the Institute to catapult into a level at par with some of the best institutes of the country.

For the effective implementation of the perspective plan the steps taken are:

- The Institute was given a five-star rating in the GSIRF (Gujarat State Institutional Rating Framework) in the year 2020 and 2021
- All classrooms are ICT enabled and equipped with audio systems
- The Institute has 5 camera-based visualizers which can be used for projecting book, specimen or a PC screen onto the LCD projection screens
- The teaching staff uses ppts, YouTube videos, visualizers etc. to enhance teaching experience
- The Gujarat Government has provided subscription of Microsoft Teams for online teaching
- Students undergo field projects at Kakrapar Atomic Power Station (KAPS), Surat
- The RUSA 2.0 grant has been utilised for renovating the Taramoti Hall (auditorium) and constructing a new PG building
- The campus is fully Wi-Fi enabled and students can access the internet facilities from anywhere within campus

- The Institute library is RFID enabled, uses SOUL 2.0
- The Institute Management Software (IMS) modules are cloud based and students can access it from anywhere
- The Alumni of the Institute have been actively supporting various activities by funding them
- The two botanical gardens and the green campus reflects the environment consciousness of the Institute
- The "Bicycle Club" of the Institute encourages students to use bicycles for the daily commute

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://ptscience.ac.in/pages/perspective-plan/ |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The SES is governed by the managing committee, which appoints the Chairman of the Society. President of the society is elected in the Annual General Meeting. The Chairman and the President are assisted by two Vice-Chairmen and two Vice-Presidents respectively.

The Local Administrative Committee (LAC) acts as an interface between the Institute and the management.

At the institutional level, the HOI acts as a bridge between the management and the staff. The HOI is assisted by the members of the IQAC, the HODs and the non-teaching staff.

The academic setup has various departments that consist of the teaching and non-teaching support staff including the laboratory staff. The practical work is carried out in the well-equipped laboratories. The laboratory staff has a laboratory assistant who looks after the regular upkeep of the laboratories and also manages the maintenance of the instruments or other consumables.

The Institution strictly follows the service rules laid down by Government of Gujarat and VNSGU, which has code of conduct in the document 69A for the teachers and 69B for the non-teaching staff.

The Institute has constituted several committees that aid in better management of various activities and ongoing processes. The committees comprise of not only the staff members but also students, in some cases. Some of them are:

- Finance and student welfare committee
- Gymkhana committee
- Planning forum
- SC - ST Cell
- Local exam committee
- Grievance redressal committee
- Library committee
- Sexual harassment committee
- Campus placement cell

| File Description | Documents |
|---|---|
| Paste link for additional information | https://drive.google.com/file/d/1tbG84QOzzregua0geGYaSW4CO0oxQBoV/view |
| Link to Organogram of the institution webpage | https://ptscience.ac.in/pages/organogram/ |
| Upload any additional information | View File |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

| File Description | Documents |
|--|---------------------------|
| ERP (Enterprise Resource Planning) Document | View File |
| Screen shots of user inter faces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

6.3 - Faculty Empowerment Strategies

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

The Institute has taken various measures for the professional development and welfare of the teaching and non-teaching staff. Some welfare measures for the teaching and nonteaching staff are listed as follows:

- Leaves admissible as per the government rules can be availed by the staff
- On Duty Leave (ODL) is provided to the staff members for attending examination work, evaluation work, BoS meeting, workshop, seminar, conference, orientation course, refresher course, faculty development program etc.
- There is a Registered Co-operative Credit Society on the Campus, managed by the employees of the various institutes of SES, which provides services like deposit and loan to its shareholders
- The departmental staff rooms are equipped with necessary furniture
- The ladies' washroom is equipped with a pad vending machine and a disposal unit with incinerator
- A tea club has been setup, which is jointly funded by the teaching staff members. The hamaal (peon) staff is provided with tea once a day from this club at no cost
- The gymkhana room has a treadmill which is used by the staff members
- A health center with a full-time doctor is operational on the campus and is open from 11:00 am to 5:00 pm
- The peons/hamaals are provided with uniforms (2 pairs) every year
- The hamaals in the Chemistry department are provided with safety shoes, safety gloves and safety goggles since they are exposed to chemicals while handling them in the laboratories
- Staff members were provided with masks, gloves and sanitizers during the COVID-19 pandemic

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

6.3.2.1 - Number of teachers provided with financial support to attend

conferences/workshops and towards membership fee of professional bodies during the year

1

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

1

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

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

23

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

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

The performance appraisal of the teaching staff is done as per the format approved by the Veer Narmad South Gujarat University. The faculty members fill up the following digital data on the Institute's ERP.

1. Personal Details

2. Academic Progress

- Faculty Development Programs attended
- The pedagogy used in the classroom
- Training underwent/qualification acquired

3. Research and Publications

- Number of research publications
- Doctoral or post-doctoral activity
- Papers presented

4. Extension Activity/ Event participation

- Details of extension activity, if any
- Details of outreach programs organized or actively participated

5. Student Support Activities

- Extra-curricular activities organized
- Co-curricular activities conducted

- Club activities organized

6. Leadership abilities

- Any programs initiated by the teacher
- Activities organized
- Activities in which faculty / students were MOCs

7. Contribution to the Institution

- Any data regarding activities that benefit students and the Institute

Promotions and other benefits are decided as per the Government norms and the performance appraisal is prepared by individual and assessed by IQAC. The API score is submitted through the IQAC for all promotion related events.

The non-teaching Staff

The Performance Appraisal Report of the non-teaching staff is taken on an annual basis using a structured questionnaire.

The non-teaching staff members are appraised on the following parameters:

- Work efficiency
- Time management
- Updated knowledge
- Knowledge of computers
- Punctuality at work
- Communication skills

The report based on the assessment of the above parameters is submitted to the HOI for further action.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various

internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institute conducts the internal and external financial audits periodically and has its own mechanism to conduct this audit. The Institute keeps the record of all the Income and Expenditure of the Institute.

Internal Audit:

It is conducted twice during a year by an auditor, appointed by the SES. The auditor submits an audited statement of income and expenditure to the Institute. The audited report is presented in the LAC by the HOI for consideration and approval.

The audit includes the following:

1. Checks for compliance with policies, laws, regulations and budgetary provisions
2. Comparison between the previous financial statements and the present ones
3. Reviewing reliability and integrity of financial and operating information and the means used to identify measure, classify, and report such information
 - Noting of provisions applicable
 - Authorization of fees concessions, controls, policies
4. Review the means of safeguarding assets and verifying the existence of such assets
 - Verification of cash book
 - Checking of the letters regarding freeships, scholarship, if any
5. Reviewing and appraising the economy and efficiency with which resources are employed
 - Examining the payments for maintenance and any other miscellaneous expenses
 - Certify the audit report

External Audit (Government Audit)

It is performed by the office of the Commissionerate of Higher Education (CHE), Government of Gujarat, Gandhinagar. The government audit had been pending since 2012. The office of the CHE has carried out the audit for the years 2013-14 to 2017-18 on 18th and 19th February, 2022 whose audit report is being awaited.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

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

83

| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | View File |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

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

Aided by the vision plan of SES, the accrued financial resources are judiciously utilized for all-round development and quality enhancement of the Institute. The well-established internal and external audits, Finance Committee and Governing Body effectively monitor the optimum utilization of resources. Resources were never a crunch in SES in building infrastructure, quality manpower and teaching-learning facilities.

Means for the fund mobilization:

- Student fee
- SES Fund
- Alumni etc.

The Institute has received funds from the state government, KCG (for Finishing Schools) and GKS (for SSIP cell). The Institute has also received a grant of Rs. 19,78,000/- for a sponsored research project. The Institute has also received Rs. 1.5 crores under the RUSA 2.0 component 9.

Optimal Utilization of Funds:

HODs and different Committee Coordinators present their budget requirements to the HOI. The LAC review the budget and gives necessary suggestion. All the HODs and the Committee Coordinators then present a revised budget if required. The funds generated through fees collected from students are used for cultural and other academic activities.

1. Recurring Expenses

- Academic activities, and institutional maintenance
- Research activities
- Maintenance of playground, flora and fauna
- Computer softwares such as MS Windows, antivirus, payroll, ERP
- Maintenance of air-conditioners, water purifiers etc.
- Maintenance of computers, peripherals etc.

2. Non-Recurring Expenses

For the non-recurring expenses, the management allocates funds for the following purposes:

- Infrastructural development facilities and construction works
- Computers, lab and gymnasium equipment
- Up-gradation of the infrastructural facilities in tune with the modern trends

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing

the quality assurance strategies and processes

The Institute has always believed in academic excellence and is known for its quality consciousness. The endeavors of the IQAC have brought about a paradigm shift in the working of the Institute. It has been instrumental in enhancing quality education by creating a student-centric and conducive environment in the Institute.

The two practices that have been institutionalized by the IQAC are:

1. **Bridge/Certificate Courses:** The students admitted to the first year come from diverse demographic background. It was observed that they were lacking in foundational or basic skills of science subjects, in general. The students lacked motivation to appear for the national level entrance examinations for their higher studies. In order to motivate students to take up research and face competitive examinations with confidence, the IQAC initiated the Bridge/Certificate courses in different subjects. The courses were specifically designed to improve the problem-solving abilities of the students.

2. **Information Management System:** The backbone of an institute is its office, which handles maximum paperwork. The timely access and storage of data in a correct format facilitates the ease of retrieval and action.

So, the IQAC took up the voluminous task of setting up and implementing cloud-based Information Management System (IMS). The IMS comprises the multiple modules and sub modules which manage student attendance, e-student requests, admission procedures, student enrolment, fees collection, supervision allotment, staff academic achievements etc.

The IMS software has been a boon for the Institute because of its versatility, security and high quality performance at every level.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://drive.google.com/file/d/1CetTRDxB2_VkOiR6ACsj9z2QEZO5q-aNo/view?usp=drive_link |
| Upload any additional information | View File |

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

The IQAC has been instrumental in bringing about landmark changes in improving the quality of teaching and learning. The IQAC periodically reviews teaching-learning methodology and suggests appropriate changes to enhance learning experience. As examples of the initiatives taken up by IQAC and its outcome, two cases are presented here.

Example: 1 Outcome based learning:

- The number of students clearing national level competitive examinations are used as one of the indicators for attainment of COs and POs
- The number of prizes/gold medals won by our students in the University examinations
- Bridge/Certificate courses have been conducted to improve and strengthen the fundamentals.

Outcome:

Because of the active involvement of IQAC in shaping the overall teaching-learning methodology, the performance of our students is substantially improved over the years.

Example: 2 Promotion of ICT in teaching-learning process:

- All the classrooms are ICT enabled.
- The Physics, Zoology, Botany laboratories are equipped with ICT tools.
- The departments have been provided with Camera based visualizers.
- The Institute has a Google G-suite subscription. The staff members have an Institutional email ID.
- The library is RFID enabled.
- The Institute is a tenant on the Microsoft 365 cloud server. All students have their individual IDs that help them to use Microsoft Teams for online classes.

Outcome:

These tools have proved to be a boon during the corona pandemic to continue the education without much loss to the students. Thus, the use of ICT tools has proved to be a blessing for both the

students and the faculty.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Nearly 50% of the total strength of students enrolled in the Institute are girls. Our Institute strongly believes in the gender equality and all the activities are carried out on campus without any gender bias. To boost the gender equality, the Institute takes special interest and motivates girls to join the NCC.

(a) Safety and Security

- The campus and hostel are protected by the security guards.

Girls feel safe and secure on campus.

- Enough lighting is ensured across the campus.
- CCTV cameras are installed in both the indoor and the outdoor areas of the campus.
- Grievance Redressal and Anti-Sexual Harassment Cell provide platforms to raise issues if any.
- The female students are provided with the hygienic and useful facilities like Sanitary Vending Machine and Incinerator.

(b) Counseling

Faculties of the Institute are appointed as the mentors for counseling students. If students have any issue, they can approach their mentors to resolve it. The faculty are also ready to assist and guide them, allowing them not only to improve their performance but also to boost their self-esteem. Self-defense training is a life-skill that teaches female students to be more aware of their surroundings and to make them ready to fight against any unexpected danger.

(c) Common room

In order to offer recreation and relaxation to the students, the Institute has provided special rooms to both boys and girls. Thus, students can use this facility to rest and socialize themselves in their free hours.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | https://drive.google.com/file/d/104FX8KrZR_SwVL2lhI9cMOIesNkM49lvK/view?usp=sharing |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://drive.google.com/file/d/1R0UM3CXkDRq-TCDX06y0tQb3tnTNF6Ed/view?usp=sharing |

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

B. Any 3 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

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

Solid Waste Management:

Dustbins are provided across all the corners of the campus. The housekeeping staff of a contractual agency empty the trashcans on a regular basis. Special instruction boards are placed in the campus instructing not to litter, neither to use plastic products.

Notices to the staff are sent via email and WhatsApp group. The public address system/website is used to make announcements regarding forthcoming events.

Vermicompost:

The campus' dried foliage and twigs are disposed of in the vermicompost beds to produce vermicompost which is then utilized in gardening.

Liquid Waste Management:

Since its foundation, the Institute has a well-maintained subterranean drainage system. The safety tanks, taps and water pipelines are maintained on a regular basis to avoid water clogging. Surat Municipal Corporation's sewage system is used to dispose of chemical waste from the chemistry laboratories.

Biomedical Waste Management:

The biomedical waste includes cotton and needles used in hematology experiments. We have needle-syringe cutter and destroyer for discarding the used needles. The destroyed needles and cotton balls are packed properly and handed over to the Biomedical Waste Carrier Vehicle that collects biomedical waste from Shri Ramkrishna Institute of Computer Education and Applied Sciences under the agreement towards sharing their bio-hazard waste disposal facilities.

E-waste management:

The Institute pursues E-waste management according to the government guidelines. The electronic devices are periodically checked and obsolete or damaged electronic devices are properly. We have an agreement with Multitronic Services for onsite support of disposal of e-wastes.

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | View File |

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **B. Any 3 of the above**

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | View File |

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

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

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | View File |
| Any other relevant documents | View File |

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

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

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

The Institute is the oldest science college in South Gujarat, impelled by a noble vision to encourage experimental scientific pursuit and to endow with an environment to the students to build up the scientific aptitude and skills which help them to meet the challenges of rapidly changing world. The Institute is established by SES with a mission to make the education of core science subjects "Sarvajanik" i.e. "for all" in true sense. The Institute intends to create scientific thrust and to make the students explore new horizons of science through research without the slightest of the discrimination and embraces all irrespective of caste, creed, religion, race and economic and social status. In spite of an eclectic blend of students from various strata of the society, a sense of kinship prevails amongst all. The Institute is entrusted to inculcate the spirit of camaraderie amongst students and sensitize them regarding their role and duty towards nation building.

The Institute regularly organizes various activities for inculcating the values of harmony and tolerance towards the cultural diversities. Various curricular activities bring along the opportunities for students to move towards the unification of diverse cultures.

The NSS volunteers actively participated in online Awareness Campaign on "Atma Nirbhar Bharat." The NSS and NCC volunteers participated in social causes like "Swachhata Sankalp Abhiyan", "Akhand Bharat Nirmaan" Rally (Dhara 370), Matadar Yadi, Sudharana Programme and Fit India Movement.

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

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

"The true purpose of education is in character building" - Sardar Vallabhbhai Patel, the first home minister of independent India, once said. The Institute firmly believes and strives to put into practice the above golden words of him. The faculty members work efficiently and diligently to inculcate and impart value-based education to the students.

National festivals are celebrated with fervour and fanfare. The Days are celebrated with great enthusiasm. The members of the Local Administrative Committee, the Chief Guest, the Principal, the teaching and non-teaching staff, student volunteers of the NSS, the NCC cadets, etc. attend the flag hoisting function.

Gandhi Jayanti is also celebrated on 2nd October to commemorate the birth anniversary of Mahatma Gandhi. The NSS unit occasionally arranges "Swachhta Rally" to raise public awareness. NSS volunteers also take part in Voter Awareness Programmes which inculcate a sense of nationalism.

The Inter College Elocution Competition is arranged in the Institute. Thus, our students get an opportunity to observe the hidden talent of other eloquent speakers and also get motivated.

Students are motivated to take part in various cultural competitions in the annual Youth Festival of the VNSGU.

May it be elocution competition or musical programme, through the special guidance and adequate support by the enthusiastic teachers of the Institute, our students have excelled in different competitions at the university and state level.

| File Description | Documents |
|--|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://drive.google.com/file/d/1QOPqOsfntJzTBQ2-eWpPpn6M3OftE5Ju/view?usp=sharing |
| Any other relevant information | https://drive.google.com/file/d/1QOPqOsfntJzTBQ2-eWpPpn6M3OftE5Ju/view?usp=sharing |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | View File |

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

The Institute celebrates the national and international commemorative days, birth anniversaries, events and festivals on a regular basis. The activities, carried out by the Institute and different departments in this context are mentioned below:

The International Yoga Day is celebrated on 21st June every year by the Institute. The teaching and non-teaching staff along with the students assemble on the ground in the morning and perform

Yoga.

All the departments celebrate National Teacher's Day by having various activities, such as organizing lectures and various competitions.

As a part of the National Science Day celebration, the Chemistry club and the Physics Club organize Poster Making Competition, Power Point Presentation Competition, conduct MCQ test and organize lectures.

World Ozone Day, World Wetland Day and World Wildlife Day are celebrated by the Department of Botany and Zoology by arranging lectures and other awareness programs.

The World Environment Day is celebrated on 15th June and our NSS unit holds programmes throughout the year to help maintain and safeguard the environment. In the campus, the NSS unit organizes tree planting events.

To celebrate Swami Vivekananda birth anniversary, the NSS unit organized an "Invited Talk" on 17/01/2020 and Dr. Manoj Sharma shared Swamiji's ideas and ideals among students.

Library arranges book exhibition on various days such as Doctor's Day, World Gujarati Day, Fish and Fisheries Day, National Statistics Day, Hindi Divas etc. Students are encouraged to visit the library and refer to these books.

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

7.2 - Best Practices

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

1. Bicycle Club:

The Bicycle Club was established in 2016 with an aim of sensitizing the students on the importance of sustaining environment. It required involvement of students and inclusion of various stakeholders. It began with 24 bicycles and now that number has gone up to 30.

The students get the bicycle at a nominal rent of Rs. 50/- per month for a period of one semester with the condition that he/she will have to come to the Institute on bicycle daily. He/she has to deposit (fully refundable) Rs. 1000/- as a guarantee to the college office for renting it.

2. Nobel Lecture Series:

It was long felt that mere bookish knowledge was not sufficient for the overall development of graduating students. The aim of the activity was to expose students to the cutting-edge developments in Physics, Chemistry and Physiology/Medicine and to develop scientific temper among them. It was imperative that they be motivated to opt for a career as scientists. The speakers from the premier Institutes of the country would be invited every year to give a talk on the Nobel Prize given for that year.

The speaker usually interacts with the faculty and students after the lecture. The students freely discuss research options, research areas, other research career related topics etc. The institute bears the travel expenses and local hospitality of the speaker. The students are elated to talk with research scientist at such a close distance.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://drive.google.com/file/d/1SboPJVYH97zNUs-Qam7txyPB_nNSub5X/view?usp=sharing |
| Any other relevant information | https://drive.google.com/file/d/1SboPJVYH97zNUs-Qam7txyPB_nNSub5X/view?usp=sharing |

7.3 - Institutional Distinctiveness

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

The Institute's vision statement reads: To promote experimental scientific pursuit and to provide conducive environment to students, to develop aptitude and to sharpen skills of students to meet the challenges of rapidly changing world and to instil a spirit of camaraderie amongst students and sensitize them regarding their role and duty towards nation building.

- The Institute functions in a manner so as to be a worthy recipient of this coveted status. The Institute has adopted new and innovative pedagogical practises to improve the efficacy of the teaching learning process, in line with its vision statement.
- The Institute organizes invited talks and a unique lecture series entitled "Nobel Lecture Series".
- The Institute organizes certificate courses, which not only enhance students' foundational knowledge but also provide them much needed hands on training.
- In order to provide a conducive environment for optimum harnessing of their creative pursuit, an SSIP cell was established in the Institute.
- MOUs are signed with different Industries and academia for nurturing the overall development of the students and create a mutually beneficial environment.
- The Institute has been organizing events via NSS and NCC units and the active participation of students is a positive indicator.
- The institute has thus diligently been pursuing its vision statement and has left no stone unturned in grasping an opportunity to bring about academic, skill based, physical, moral and value based overall development of its students.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

P T Sarvajanic College of Science is permanently affiliated to the Veer Narmad South Gujarat University (VNSGU), Surat. The syllabi of the courses are designed by the Board of Studies of the respective subjects.

The University brings out its academic calendar at the beginning of the year. The HOI conducts a meeting of all the HODs at the beginning of every semester to chalk out the strategy to implement the academic calendar and other activities for the upcoming year. The IQAC provides valuable inputs from the previous years' experience and guides all the HODs how to implement it.

Subsequently, the HODs arrange departmental meetings wherein the discussion with the HOI and IQAC coordinator are shared with the departmental faculty. The HODs also distribute the topics amongst the faculty and assign the syllabus along with the plans of the departmental activities.

Extra classes are also conducted for preparing advanced learners for competitive exams.

The Institute library plays a pivotal role in dissemination of knowledge by providing individual user IDs to all the students including research students and the faculty for INFLIBNET access.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://ptscience.ac.in/upload/academic%20calender/term-schedule-2021-22.pdf |

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

The academic calendar is prepared by the VNSGU and the Institute follows it. The departments of the Institute chalk out their teaching plans accordingly. A general time table of the Institute is prepared and circulated amongst all the departments and displayed on the notice board as well as uploaded on the college website.

The internal examination for all the theory subjects is conducted through a common time table as per VNSGU guidelines. Each faculty gives assignments to the students to be submitted by them within stipulated time limit. The internal marks are displayed on the notice boards and students are given an opportunity to raise their queries against the marks given, if any. Any grievance is brought to the notice of the respective HODs and is resolved to the satisfaction of the student.

The practical internal assessment is based on viva, attendance in the regular laboratory work and journal submission.

A special supplementary exam is conducted just before the semester end university exam for those students who could not appear in the internal tests for a genuine reason.

The VNSGU announces dates of conducting the external examinations and the necessary arrangements for conducting them at the Institutional level are made.

| File Description | Documents |
|-------------------------------------|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://drive.google.com/file/d/1L-2zFHAXGOhGg589ug3nX99qK8uAknHG/view |

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation

A. All of the above

| process of the affiliating University | |
|---|---------------------------|
| File Description | Documents |
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |
| 1.2 - Academic Flexibility | |
| 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented | |
| 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented | |
| 8 | |
| File Description | Documents |
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | No File Uploaded |
| Institutional data in prescribed format (Data Template) | View File |
| 1.2.2 - Number of Add on /Certificate programs offered during the year | |
| 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template) | |
| 6 | |
| File Description | Documents |
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |
| 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year | |
| 9 | |

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

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

Some cross-cutting issues relevant to Gender, Environment and Sustainability, Human values and Professional Ethics are already integrated into the curriculum. Additionally, we organize number of programs such as invited talks, awareness programs etc. to sensitize the students for these issues.

Professional Ethics: The Institute has placed on its website a code of conduct for the students which is implemented in letter and spirit during regular discourse.

Gender equality and Human values: The Institute organizes seminars/invited talk to sensitize the students about gender equality and human values.

Environmental Studies: The students learn environmental studies which brings awareness among them about the current environmental issues.

Non-renewable Energy Sources: The students learn about the non-renewable energy sources, their limitations, why we should be worried about incoherent use of these resources etc.

Renewable Energy Sources: The students learn about the renewable energy sources, how to increase their use to offset the greenhouse effect.

Marine Science: The students come to know the underwater world of living organisms.

Horticulture: It helps the students grow flowers, fruits, vegetables, herbs, ornamental plants etc.

Catalysis and Green Chemistry: The students are trained to use renewable raw materials, eliminating wastes and avoiding the

use of toxic and hazardous reagents.

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | View File |

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**74**

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View File |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Institutional Data in Prescribed Format | View File |

1.3.3 - Number of students undertaking project work/field work/ internships**30**

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

| | |
|---|----------------------------|
| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | A. All of the above |
|---|----------------------------|

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | https://ptscience.ac.in/pages/feedback-and-student-satisfaction-survey/ |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | View File |
| Any additional information | View File |

| | |
|---|---|
| 1.4.2 - Feedback process of the Institution may be classified as follows | C. Feedback collected and analyzed |
|---|---|

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| URL for feedback report | Nil |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

514

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

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

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

257

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

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

The Institute has developed its own method to determine the slow and advanced learners based on the following criteria:

- Performance at XII / UG level
- Interaction during orientation program, classroom teaching, laboratories work etc.
- Performance in the internal exam.

Once the identification is done, the Institute meticulously implements activities specially curated for them.

The Advanced Learners are encouraged to:

- Access ICT facilities and maximize the use of INFLIBNET.
- Apply for Summer Internships.
- Attend Workshops/seminars.
- Prepare for the competitive exams like JAM, JEST etc.
- Present papers/projects at various state/national seminars/exhibitions.
- Maximize their score at the University examination and secure University ranks.

For slow learners, the Institute has taken following measures:

- Remedial classes are conducted by the faculty in which the difficult topics are discussed at a customized pace. Sometimes
- Peer learning is encouraged by asking brighter students to group discuss the topics.
- Additional study material is provided to them.
- The faculty provides them valuable tips to improve their performance.

Efforts for Specially Challenged Students:

- Online training sessions were conducted in collaboration with Xavier's Resource Centre for the Visually Challenged (XRCVC), Mumbai.
- One group - "Helping Hands"- has been formed to volunteer for this noble cause.
- Audio notes and tactile diagrams are prepared under the guidance of the teachers.
- Extra sessions are conducted for them.
- Peer learning is encouraged.
- Laboratory instruments are also modified according to their need.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.ptscience.ac.in/pages/certificate-course/ |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 1389 | 37 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

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

Experiential Learning:

Science subjects involve practical - an important component of scientific learning. Each practical course has an integrated component like hands-on experience, maintenance of records, developing skills to handle advance instruments etc.

- The Institute also arranges field visits, industrial visits, NSS/NCC camps, which help students learn life-skills, soft-skills, communication techniques.

- Dissertation Projects involving data collection, analysis, interpretation of results and conclusions help in widening the knowledge span and developing scientific temper.
- The students are encouraged to take part in various extra-curricular and co-curricular activities through different clubs. Inter/intra-college events bring to forefront their hidden talents.
- Sky gazing activity is held on a regular basis. All rare celestial events are observed through the telescope and the event is kept open for public at large to view. Students are taken to the place, free from background lights and pollution, to observe and get enthralled by the beauty of the night sky.
- Students are given freedom to organize different competitions such as ppt presentation, poster making etc.
- The Institute invites prominent scientists, professors, eminent persons in other walks of life so that the students learn by interacting with them.
- During regular classes, the faculty encourages the students to develop necessary analytical skills, problem solving skills etc.

Participative learning:

The students are encouraged in the participative learning process given below:

- Classroom discussions
- Seminars and projects
- Analysis of research papers
- Wall magazines

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Link for additional information | Nil |

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

The Institute has recognized the importance of ICT enabled tools in enhancing teaching-learning process. So, all the classrooms have been equipped with LCD projectors, speakers and

the entire campus is Wi-Fi enabled. All the departments are IT-enabled with internet, Wi-Fi and/or LAN connectivity. Conference hall and auditorium are well-equipped with the latest audio-visual facility. Laptops/desktops are provided to the departments.

The faculty have gleefully adopted a blended approach of using chalk and talk method and ICT enabled tools method. The faculty regularly prepares their lectures in the form of ppt presentation, which is embellished using videos and animations. The Institute has purchased a licensed copy of GSuite which is generously used by the faculty. The Government of Gujarat has also given the Institute a licensed copy of MS Teams and online classes/seminars are conducted using MS Teams and Google Meet.

Online Quizzes and other activities are also conducted through GSuite/MS Teams. During COVID-19 when the students were not allowed on campus, online sky gazing program was organized by the faculty using the CCD camera and the telescope available with the Institute.

The central library of the Institute is equipped with various e-learning resources such as DELNET and ADINET. For extensive access of the INFLIBNET facility, individual user IDs of faculty and the students is created. The students are encouraged to watch NPTEL video lectures to clear their doubts and improve their fundamentals. Educational CDs and DVDs are made available as learning material in the central library.

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | View File |

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

2.3.3.1 - Number of mentors

36

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

2.4 - Teacher Profile and Quality

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

37

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

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

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

20

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

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

2.4.3.1 - Total experience of full-time teachers

476

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

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

One of the cornerstones of the teaching-learning process is a robust, transparent and objective assessment system. For the internal evaluation of both theory and practical, the Institute follows the rules laid down by VNSGU. The process of conducting internal assessment is conveyed to students during their orientation program. The announcement of the schedule of the internal tests is made well in advance. The timetable for the internal test is displayed on the Institute website and also on the notice board. The syllabus for the test is communicated to students in the class well in time.

Apart from the theory examination, the students have to appear for the internal practical examination/viva. A student who fails to fulfill the minimum attendance rules of VNSGU is disqualified from the final examination.

Those students who remained absent during the internal exams for some genuine reasons are given the option of appearing for additional test as per VNSGU rules.

In case a student has any grievance in the marks scored in the internal examination, he/she contacts the HOD, who discusses the matter with the respective faculty and then calls the student in person to resolve the query.

Once the evaluation of internal test is over, the faculty discusses the general performance of the class and share his/her overall observations highlighting the ways to improve further. Thus, the students become aware of their shortcomings that help them to improve their score in the University exam. Internal marks are displayed on the notice boards.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | https://www.ptscience.ac.in/pages/procedure-and-policies/ |

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

Internal Examination:

A Local Examination Committee (LEC) is established whose specific task is to address the grievances related to examinations. In case a student has any grievance related to internal evaluation, he/she has to write an application to the HOD of the concerned subject. The HOD consults the concerned faculty. He discusses the complaint with the faculty and tries to resolve it. After that, he calls the student in person and explains him the solution. In a rare situation, if the student is not satisfied with the explanation and refuses to budge, the matter is brought before the LEC which takes the stock of the situation and on consulting the HOD gives the decision. If required, it calls the parents of the concerned student and convinces him/her about the decision taken by LEC. The LEC's decision in the matter is binding for everybody.

University Examination:

The common grievances brought to the notice of the Local Exam Committee are:

- Change of name or name misspelled in the admit card
- Wrong allotment of subjects
- Results withheld without giving any reason by the University
- Answer sheets undervalued (revaluation)
- Questions asked in the paper are out of the syllabus

The applications related to such grievances are forwarded to the University.

In case a student is caught using unfair means, the LEC looks into the matter and recommends its findings to the University for further actions. The entire process is carried out in time

bound manner.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | https://ptscience.ac.in/pages/procedure-and-policies/ |

2.6 - Student Performance and Learning Outcomes

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

The Institute places a high focus on providing learners with outcome-based education in order to instill numerous skills, values, aptitudes and competences such as critical thinking, problem-solving ability, in-depth knowledge and experiential learning. The Institute recognizes the relevance of learning outcomes in achieving these objectives (PO, PSO and CO).

As the Institute is an affiliated college, it has used the affiliating university's syllabus to express the required learning goals for the various programs and courses offered at the undergraduate and graduate levels. The Institute makes an attempt to construct relevant and learner-centric learning outcomes to address multiple components of excellent teaching-learning such as experience learning, skill development, critical thinking and analysis when producing these learning outcomes.

The HODs along with the respective teaching faculty, discuss the syllabi prescribed by the affiliating university to prepare the learning outcomes at the start of each session. In addition, when establishing the learning outcomes, alumni input is taken into account. If the affiliating university makes any changes to the syllabi, they are given proper consideration in order to alter the learning outcomes for a specific programme or course.

The learning outcomes are then widely disseminated on the college website. The college also hosts an orientation event for first-year students during which the principal and staff members share the learning goals with students.

This has made a significant contribution to the instillation of

desirable abilities, values, aptitudes, and competences in learners as well as the enhancement of college academic standards.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://www.ptscience.ac.in/pages/co-po/ |
| Upload COs for all Programmes (exemplars from Glossary) | View File |

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

Preparing the program outcomes (POs) and course outcomes (COs) and displaying them on the institutional website is one aspect, but evaluating and analyzing them at the end of the academic year is another and perhaps more important aspect that any Institute should look into and we are no exception to it. It reflects our strengths and shows our weaknesses that can be focused on for further improvement and quality assurance.

In view of this, all the departments of the Institute, under the guidance of IQAC, strive to achieve the POs and COs by organizing various academic, co-curricular and extra-curricular activities for the learners on a regular basis.

A comprehensive mechanism for the evaluation process is based on the performance of the student in both internal as well as external examinations, assignments, performance in the practical viva, participation in various co-curricular and extracurricular activities etc.

The degree of attainment of POs and COs can be assessed based on the following parameters:

- The number of University toppers of our Institute during the last five years
- Number of students qualifying in the National/State Level competitive examinations such as NET, GATE, SLET, JAM, JEST, GPSC etc.
- Number of students getting enrolled for their higher studies after completing their graduation/ postgraduation

from our Institute

- Number of students getting admissions in the Institutes of repute abroad
- Their employability and employment
- The salary they receive in their jobs
- Their overall earning etc.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for Additional information | https://www.ptscience.ac.in/pages/co-po/ |

2.6.3 - Pass percentage of Students during the year

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

456

| File Description | Documents |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | https://drive.google.com/file/d/1pXQ_8B6JsdPHuZ7zCWjYYwG6AO4RwChr/view?usp=drive_link |

2.7 - Student Satisfaction Survey

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

<https://ptscience.ac.in/pages/feedback-and-student-satisfaction-survey/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

2.60

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

09

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Institutional data in prescribed format | View File |

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

1

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | View File |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | https://www.vnsqu.ac.in/ |

3.2 - Innovation Ecosystem

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

In order to support innovations and ideas of young students and provide a conducive environment for optimum harnessing of their creative pursuit, the Student Startup & Innovation Policy-SSIP-of Government of Gujarat has designed an integrated, state-wide, university-based innovation ecosystem.

The Institute has registered itself under the SSIP scheme of Phase VI and an MOU was signed with the Gujarat Knowledge Society (GKS) on 22nd May, 2020.

An annual grant of Rs. 5,00,000.00 was approved which was to be solely spent on SSIP activities for the students. An amount of Rs. 1,25,000.00 was disbursed as the first quarterly instalment.

Even though the time of the grant disbursement overlapped with the tough times of the pandemic, the Institute could identify two projects that were put up for proof of concept. Fortunately, both the projects were accomplished within the stipulated span and were so unique that a detailed patent search process was initiated.

The uniqueness and worthiness of the projects lead to filing of two patents.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://ptscience.ac.in/pages/patents-filed-under-ssip/ |

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

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

00

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

14

| File Description | Documents |
|--|---|
| URL to the research page on HEI website | https://ptscience.ac.in/pages/research/ |
| List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template) | View File |
| Any additional information | View File |

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

00

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

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

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

04

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.4 - Extension Activities

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

To effectuate the stated vision of the Institute which comprises the prime goal of instilling a spirit of camaraderie amongst students and sensitize them regarding their role and duty towards nation building, the NSS and NCC units were established. Various activities conducted by the NSS and NCC units provide an ideal platform to the students to address social issues.

Blood Donation: Another imperative program organized by the Institute is "Blood Donation Camp" in collaboration with the "Surat Raktdan Kendra."

Annual NSS Camp: The NSS unit organizes an annual camp mostly in residential schools, which helps the students to understand the struggles of the under privileged sectors of the society and there by developed empathy. During the camp, students interact with school students to understand their problems, motivate them and help them in studies, inculcate hygienic habits and moral values, create awareness programs for local people, offer service at the local Primary Health Center and undertake cleanliness drive.

Women Empowerment: Ours is a co-educational Institute with large number of girl students. So, it is our primary responsibility to create empathy among students for gender issues and to impart health and hygiene awareness. To address such issues, NSS conducts various activities like "Beti Bachavo-Beti Padhavo Abhiyaan", "Self-defense Training", organize invited talks on "181-Abhayam", "Breastfeeding Awareness Week", "Women Empowerment Week" etc.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

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

01

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Number of awards for extension activities in last 5 year (Data Template) | View File |
| e-copy of the award letters | View File |

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

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

13

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | View File |

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

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

307

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

3.5 - Collaboration

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

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

03

| File Description | Documents |
|--|---------------------------|
| e-copies of related Document | View File |
| Any additional information | View File |
| Details of Collaborative activities with institutions/industries for research, Faculty | View File |

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

12

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | View File |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The campus of the Institute spans across an area of 3.5 acres. It has a Main building, a Biology building, a Library building, a Health center, a Canteen, Girls' and Boys' hostels.

Classrooms: Apart from the departmental common rooms and offices, the Institute has fourteen classrooms that are equipped with LCD projectors. Four of them have a capacity to accommodate more than 160 students.

Laboratories: Chemistry and Physics department have five laboratories each and one research laboratory each. Botany department has three laboratories. Zoology department has three laboratories and one research laboratory. All are spacious and equipped with latest instruments.

Library: The library houses nearly 16000 books in a two-storied building. It boasts of a rare collection of back volumes of research journals and precious books. It has separate reading rooms for Teachers and students. It is computerized with SOUL software and one computer serves as kiosk for OPAC. It is equipped with RFID facility that is used for books issue and return.

Conference/Seminar Hall: The Institute has a Conference/seminar hall equipped with a computer, an LCD projector, a printer and is Wi-Fi enabled.

Taramoti Hall (Central Hall): The Institute has state-of-art centrally ac hall with a very high resolution video wall,

sophisticated sound system, collapsible motorized curtain and a seating capacity of 390.

Botanical Gardens: The Institute has developed two botanical gardens in which different types of saplings are planted. Most of the specimen necessary for carrying out experiments in Botany are obtained from these gardens only.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://ptscience.ac.in/pages/ict-enabled-facilities/ |

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

The Institute has more than adequate facilities for cultural and sports activities. The details are given below:

Taramoti Hall (Central Hall): Institute's auditorium is named "Taramoti Hall". The Taramoti Hall has a grand, stupendous theater structure with steps, which gives clear view of the stage from any corner and has a comfortable sitting capacity of 390 persons. The stage of the hall is large enough to conduct professional plays. The Taramoti Hall is equipped with all-in-one Podium, LCD projector, screen and an excellent audio system. The Taramoti Hall is regularly used for seminars/workshops, talks, screening movies, cultural activities etc.

Conference Hall: The conference hall is equipped with ICT facility with seating capacity of 40. The hall is fully air-conditioned with a round table.

Sports Facilities: The sports facility available on campus are given below:

Two indoor halls: one for boys and one for girls for playing Badminton and Table Tennis

Outdoor Facilities:

Play Ground: For Athletics, Cricket, Football, Hockey,

Handball, Tug of War etc.

Volleyball Ground: For Volleyball, Kabaddi etc.

Tennis Ground: For Tennis, Kho-Kho etc.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | https://ptscience.ac.in/pages/playground/ |

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

16

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | https://ptscience.ac.in/pages/ict-enabled-facilities/ |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

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

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

20.67

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

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

Our Institute has a well-maintained spacious central library facility with nearly 16900 books. It has hundreds of textbooks, novels (Gujarati and English) and other useful resources that can be considered rare. It also subscribes to various science journals (around 20), a large number of magazines and leading newspapers.

It has been registered with N-LIST (INFLIBNET) since 2009. The library is RFID enabled.

Library is using SOUL 2.0 software to keep track of the access to the books, issue, and updating of the stock.

The library database is shared across the country via DELNET, GujCat and ADINET platforms.

Name of ILMS Software: SOUL 2.0 Version

Nature of automation: Partially

Version: 2.0

Year of Automation: 2002 and 2007

RFID Implementation: 2017

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional Information | Nil |

| | |
|--|--------------------------------------|
| 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | A. Any 4 or more of the above |
|--|--------------------------------------|

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

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

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

2.11

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

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

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

1426

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

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

Time to time, the Institute has updated its IT facilities by increasing number of computers, printers, scanners, LCD projectors and licensed software. The entire campus is Wi-Fi enabled with a high-speed internet connection. All the departments are equipped with desktops, laptops, printers,

scanner and WI-FI. Each department is connected with 50 mbps broadband line for computer aided teaching and learning material. Licensed copy of Quick Heal Antivirus package has been installed in all the computer systems to ensure security and protection of the computers.

All the classrooms are equipped with LCD projectors and CCTV cameras. Department of Physics, Chemistry, Zoology and Botany have visualizers that are utilized for both laboratory as well as classroom teaching. The Institute has computer lab with internet facility, which is equipped with different operating systems like Windows and Linux. We upgrade our computer lab by including computers with latest configurations on a regular basis. Students as well as the staff members can utilize this facility.

The library has been registered with N-LIST (INFLIBNET). All the staff members and students have been allotted a separate individual user IDs to access and utilize plethora of e-content (eShodhSindhu, e-journals, e-books, e-magazines, Shodhganga, etc.) available free of cost. The library is partially digitalized through RFID system and it is equipped with SOUL 2.0 software to maintain the database. The Institute has its own website <https://www.ptscience.ac.in> where students can find notices, old question papers, syllabus, admission process and any other relevant information.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

4.3.2 - Number of Computers

108

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| List of Computers | View File |

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | View File |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure

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

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

103.78

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Audited statements of accounts | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

The Institute is very conscious as far as the maintenance of infrastructure and updating other facilities are concerned. The details are as follows:

Building Maintenance: The Sarvajanik Education Society (SES) has a well-established Estate Department that takes care of building maintenance.

Electrical Maintenance: The major faults are resolved by Torrent Power Limited (TPL), Surat. However, routine servicing, repairing and replacement of electrical accessories and installations in the campus are carried out by the Estate Department of the SES.

Library Maintenance: Computers in the library and other

peripherals are repaired and upgraded from time to time under the AMC.

Laboratory Maintenance: The equipment stock, chemicals stock, stock of glassware, slides, specimens, herbarium, charts, models etc. in the laboratory are maintained and audited regularly by the laboratory assistants and Faculty-in-charge of respective laboratory.

ICT facility Maintenance: AMCs are in place with different professional agencies for the maintenance of ICT facilities. The support facilities like replenishing of consumables like laser printer toners, photocopying machine toners, laboratory chemicals, stationary items etc. are also made available through pre-authorized vendors.

Surveillance system maintenance: The entire campus is under CCTV surveillance. An AMC is given for maintenance of entire CCTV surveillance system.

Other maintenance: Air conditioning systems and the water purification systems maintained by giving AMCs. In order to take care of the Gardens including botanical garden and the lush green out field of the college cricket ground, an AMC has been given.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for additional information | Nil |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

314

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

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

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

38

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

| File Description | Documents |
|---|---------------------------|
| Link to Institutional website | Nil |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

| 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year | |
|---|----------------------------|
| 1313 | |
| 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year | |
| 1313 | |
| File Description | Documents |
| Any additional information | View File |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | View File |
| 5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees | A. All of the above |
| File Description | Documents |
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |
| 5.2 - Student Progression | |
| 5.2.1 - Number of placement of outgoing students during the year | |
| 5.2.1.1 - Number of outgoing students placed during the year | |

0

| File Description | Documents |
|--|---------------------------|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of student placement during the year (Data Template) | View File |

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

5.2.2.1 - Number of outgoing student progression to higher education

72

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | View File |
| Details of student progression to higher education | View File |

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

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

51

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | View File |
| Number of students qualifying in state/ national/ international level examinations during the year (Data Template) | View File |

5.3 - Student Participation and Activities

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

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

3

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | View File |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

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

A Student Council is a representative structure through which the elected students of the Institute get an opportunity to take part in the affairs of the Institute, working in partnership with the HOI, staff and students for the benefit and betterment of the Institute. However, no election for the Student Council was held this year due to Covid pandemic. But, the students do get to play an active role in NCC and NSS activities.

By participating in various activities, the students understand the value of hard work, perseverance, inventiveness, togetherness, empathy and ethical conduct.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://www.ptscience.ac.in/pages/sexual-harassment-prevention-cell/ |
| Upload any additional information | View File |

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

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

58

| File Description | Documents |
|---|---------------------------|
| Report of the event | View File |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | View File |

5.4 - Alumni Engagement

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

With a view to bridging the gap between the former students and the Institute, development and the challenges, an alumni association was established in the year 2007 and was named "Sir P. T. Sarvajanic College of Science Alumni Association."

Since its inception, the Alumni Association has gone from strength to strength and today it has more than 700 members. Due to the excellent rapport shared by our faculties with the alumni today, we are able to make a strong bonding and network between alumni and institute. The Institute boasts of Alumni who have carved out niche for themselves in wide spectrum of fields and various walks of life.

The Alumni engage with their alma-mater in the following ways:

- Every year mobilizes funds to donate books to the 'Poor Boys Book Bank' which is maintained by the Institute library
- Every years helps poor students by providing them freeships
- It helps in organizing Industrial visits
- It has donated bicycles to the Bicycle Club of the Institute
- It provides a platform for interaction among the past students
- It felicitates, honours, encourages the past students who have earned special accomplishment in any field
- It donates valuable scientific equipment

Annual General Body Meeting: Each year, an annual general body meeting of the members takes place during June/July. The managing committee of the association is formulated for the span of three years in this meeting. Furthermore, all the resolutions passed by the managing committee are approved in the meeting.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://drive.google.com/file/d/18tBksIFxZiJ0uCWQvf_fc_WPhi0ge4QQ/view |
| Upload any additional information | View File |

5.4.2 - Alumni contribution during the year (INR in Lakhs) **A. ? 5Lakhs**

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

An institute running a variety of courses in UG and PG sections needs to be managed efficiently due to diverse needs and

requirements. It necessitates a clear understanding of the vision and mission and should be buttressed by diligent persistent work in that direction.

The Institute has realized that besides the regular curriculum and prescribed syllabi, it is necessary to develop an environment of scientific temper amongst students and simultaneously provide them all the possible opportunities to be part of the latest developments. In this context, the Institute regularly invites the eminent speakers from various fields of scientific expertise to interact with the students. Visits to laboratories, industries etc. are also regularly organized to get a firsthand experience of modern instrumentation techniques, work culture in an industry etc. The students of life sciences visit different sanctuaries, eco-tourism sites, botanical garden etc. to get first-hand experience of life in its natural habitat.

The Institute has adopted a decentralized approach for smooth and efficient functioning of various departments. The departmental activities are handled by the respective HODs. A culture of sharing and caring is prevalent amongst the staff and the faculty members are always glad to lend a helping hand to each other.

Teachers are the members of various committees and a camaraderie amongst the staff has been a noteworthy feature of the Institute, which is a direct outcome of the democratic ethos of the Institution.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://assessmentonline.naac.gov.in/storage/app/hei/SSR/104369/6.1.1_1652432744_3568.pdf |
| Upload any additional information | View File |

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

In order to manage and ensure the smooth functioning of its constituent institutes, the Sarvajanic Education Society (SES) has formed a unique two-tier system. The first tier is at the level of the overall administration of the college. The LAC -

Local Administrative Committee, as it is named, forms a link between the office bearers of SES and college administration. The LAC is headed by a Chairman appointed by the SES. The Principal of the college is the ex-officio member of the committee. The other members of the committee, nominated by the SES include - a few ex-principals of the college, a representative from the alumni, some members from the industry and a representative each from teaching faculty and non-teaching faculty of the college. The LAC meets at least once in a term (twice a year) to discuss and finalize various affairs of the college for the academic year.

Another tier of decentralization is at the departmental level. In the beginning of the academic year, the HODs are informed to prepare a list of the requirements for their respective departments that includes books, equipment and any other infrastructural/academic facility. The HODs consult the teaching and the non-teaching staff members of the department whence, after deliberation, finalizes the proposal which can be put forward in the LAC.

This financial decentralization by way of participative management is indeed one of the outstanding features of our college and a classic example of healthy management and institute relationship.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan highlights a set of priorities and recommendations, which would help the Institute to catapult into a level at par with some of the best institutes of the country.

For the effective implementation of the perspective plan the steps taken are:

- The Institute was given a five-star rating in the GSIRF (Gujarat State Institutional Rating Framework) in the

year 2020 and 2021

- All classrooms are ICT enabled and equipped with audio systems
- The Institute has 5 camera-based visualizers which can be used for projecting book, specimen or a PC screen onto the LCD projection screens
- The teaching staff uses ppts, YouTube videos, visualizers etc. to enhance teaching experience
- The Gujarat Government has provided subscription of Microsoft Teams for online teaching
- Students undergo field projects at Kakrapar Atomic Power Station (KAPS), Surat
- The RUSA 2.0 grant has been utilised for renovating the Taramoti Hall (auditorium) and constructing a new PG building
- The campus is fully Wi-Fi enabled and students can access the internet facilities from anywhere within campus
- The Institute library is RFID enabled, uses SOUL 2.0
- The Institute Management Software (IMS) modules are cloud based and students can access it from anywhere
- The Alumni of the Institute have been actively supporting various activities by funding them
- The two botanical gardens and the green campus reflects the environment consciousness of the Institute
- The "Bicycle Club" of the Institute encourages students to use bicycles for the daily commute

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | https://ptsience.ac.in/pages/perspective-plan/ |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The SES is governed by the managing committee, which appoints the Chairman of the Society. President of the society is elected in the Annual General Meeting. The Chairman and the President are assisted by two Vice-Chairmen and two Vice-Presidents respectively.

The Local Administrative Committee (LAC) acts as an interface between the Institute and the management.

At the institutional level, the HOI acts as a bridge between the management and the staff. The HOI is assisted by the members of the IQAC, the HODs and the non-teaching staff.

The academic setup has various departments that consist of the teaching and non-teaching support staff including the laboratory staff. The practical work is carried out in the well-equipped laboratories. The laboratory staff has a laboratory assistant who looks after the regular upkeep of the laboratories and also manages the maintenance of the instruments or other consumables.

The Institution strictly follows the service rules laid down by Government of Gujarat and VNSGU, which has code of conduct in the document 69A for the teachers and 69B for the non-teaching staff.

The Institute has constituted several committees that aid in better management of various activities and ongoing processes. The committees comprise of not only the staff members but also students, in some cases. Some of them are:

- Finance and student welfare committee
- Gymkhana committee
- Planning forum
- SC - ST Cell
- Local exam committee
- Grievance redressal committee
- Library committee
- Sexual harassment committee
- Campus placement cell

| File Description | Documents |
|---|---|
| Paste link for additional information | https://drive.google.com/file/d/1tbG840Oz_zregua0geGYaSW4C00oxQBoV/view |
| Link to Organogram of the institution webpage | https://ptsience.ac.in/pages/organogram/ |
| Upload any additional information | View File |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

| File Description | Documents |
|--|---------------------------|
| ERP (Enterprise Resource Planning) Document | View File |
| Screen shots of user inter faces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | View File |

6.3 - Faculty Empowerment Strategies

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

The Institute has taken various measures for the professional development and welfare of the teaching and non-teaching staff. Some welfare measures for the teaching and nonteaching staff are listed as follows:

- Leaves admissible as per the government rules can be availed by the staff
- On Duty Leave (ODL) is provided to the staff members for attending examination work, evaluation work, BoS meeting, workshop, seminar, conference, orientation course, refresher course, faculty development program etc.
- There is a Registered Co-operative Credit Society on the Campus, managed by the employees of the various institutes of SES, which provides services like deposit and loan to its shareholders
- The departmental staff rooms are equipped with necessary furniture
- The ladies' washroom is equipped with a pad vending machine and a disposal unit with incinerator
- A tea club has been setup, which is jointly funded by the teaching staff members. The hamaal (peon) staff is provided with tea once a day from this club at no cost
- The gymkhana room has a treadmill which is used by the staff members
- A health center with a full-time doctor is operational on the campus and is open from 11:00 am to 5:00 pm

- The peons/hamaals are provided with uniforms (2 pairs) every year
- The hamaals in the Chemistry department are provided with safety shoes, safety gloves and safety goggles since they are exposed to chemicals while handling them in the laboratories
- Staff members were provided with masks, gloves and sanitizers during the COVID-19 pandemic

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

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

1

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

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

1

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

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

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

23

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

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

The performance appraisal of the teaching staff is done as per the format approved by the Veer Narmad South Gujarat University. The faculty members fill up the following digital

data on the Institute's ERP.

1. Personal Details

2. Academic Progress

- Faculty Development Programs attended
- The pedagogy used in the classroom
- Training underwent/qualification acquired

3. Research and Publications

- Number of research publications
- Doctoral or post-doctoral activity
- Papers presented

4. Extension Activity/ Event participation

- Details of extension activity, if any
- Details of outreach programs organized or actively participated

5. Student Support Activities

- Extra-curricular activities organized
- Co-curricular activities conducted
- Club activities organized

6. Leadership abilities

- Any programs initiated by the teacher
- Activities organized
- Activities in which faculty / students were MOCs

7. Contribution to the Institution

- Any data regarding activities that benefit students and the Institute

Promotions and other benefits are decided as per the Government norms and the performance appraisal is prepared by individual and assessed by IQAC. The API score is submitted through the IQAC for all promotion related events.

The non-teaching Staff

The Performance Appraisal Report of the non-teaching staff is taken on an annual basis using a structured questionnaire.

The non-teaching staff members are appraised on the following parameters:

- Work efficiency
- Time management
- Updated knowledge
- Knowledge of computers
- Punctuality at work
- Communication skills

The report based on the assessment of the above parameters is submitted to the HOI for further action.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.4 - Financial Management and Resource Mobilization

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

The Institute conducts the internal and external financial audits periodically and has its own mechanism to conduct this audit. The Institute keeps the record of all the Income and Expenditure of the Institute.

Internal Audit:

It is conducted twice during a year by an auditor, appointed by the SES. The auditor submits an audited statement of income and expenditure to the Institute. The audited report is presented in the LAC by the HOI for consideration and approval.

The audit includes the following:

1. Checks for compliance with policies, laws, regulations and budgetary provisions
2. Comparison between the previous financial statements and the

present ones

3. Reviewing reliability and integrity of financial and operating information and the means used to identify measure, classify, and report such information

- Noting of provisions applicable
- Authorization of fees concessions, controls, policies

4. Review the means of safeguarding assets and verifying the existence of such assets

- Verification of cash book
- Checking of the letters regarding freeships, scholarship, if any

5. Reviewing and appraising the economy and efficiency with which resources are employed

- Examining the payments for maintenance and any other miscellaneous expenses
- Certify the audit report

External Audit (Government Audit)

It is performed by the office of the Commissionerate of Higher Education (CHE), Government of Gujarat, Gandhinagar. The government audit had been pending since 2012. The office of the CHE has carried out the audit for the years 2013-14 to 2017-18 on 18th and 19th February, 2022 whose audit report is being awaited.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

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

83

| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | View File |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

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

Aided by the vision plan of SES, the accrued financial resources are judiciously utilized for all-round development and quality enhancement of the Institute. The well-established internal and external audits, Finance Committee and Governing Body effectively monitor the optimum utilization of resources. Resources were never a crunch in SES in building infrastructure, quality manpower and teaching-learning facilities.

Means for the fund mobilization:

- Student fee
- SES Fund
- Alumni etc.

The Institute has received funds from the state government, KCG (for Finishing Schools) and GKS (for SSIP cell). The Institute has also received a grant of Rs. 19,78,000/- for a sponsored research project. The Institute has also received Rs. 1.5 crores under the RUSA 2.0 component 9.

Optimal Utilization of Funds:

HODs and different Committee Coordinators present their budget requirements to the HOI. The LAC review the budget and gives necessary suggestion. All the HODs and the Committee Coordinators then present a revised budget if required. The funds generated through fees collected from students are used for cultural and other academic activities.

1. Recurring Expenses

- Academic activities, and institutional maintenance
- Research activities
- Maintenance of playground, flora and fauna
- Computer softwares such as MS Windows, antivirus, payroll, ERP
- Maintenance of air-conditioners, water purifiers etc.
- Maintenance of computers, peripherals etc.

2. Non-Recurring Expenses

For the non-recurring expenses, the management allocates funds for the following purposes:

- Infrastructural development facilities and construction works
- Computers, lab and gymnasium equipment
- Up-gradation of the infrastructural facilities in tune with the modern trends

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.5 - Internal Quality Assurance System

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

The Institute has always believed in academic excellence and is known for its quality consciousness. The endeavors of the IQAC have brought about a paradigm shift in the working of the Institute. It has been instrumental in enhancing quality education by creating a student-centric and conducive environment in the Institute.

The two practices that have been institutionalized by the IQAC are:

1. **Bridge/Certificate Courses:** The students admitted to the first year come from diverse demographic background. It was observed that they were lacking in foundational or basic skills of science subjects, in general. The students lacked motivation to appear for the national level entrance examinations for their higher studies. In order to motivate students to take up

research and face competitive examinations with confidence, the IQAC initiated the Bridge/Certificate courses in different subjects. The courses were specifically designed to improve the problem-solving abilities of the students.

2. Information Management System: The backbone of an institute is its office, which handles maximum paperwork. The timely access and storage of data in a correct format facilitates the ease of retrieval and action.

So, the IQAC took up the voluminous task of setting up and implementing cloud-based Information Management System (IMS). The IMS comprises the multiple modules and sub modules which manage student attendance, e-student requests, admission procedures, student enrolment, fees collection, supervision allotment, staff academic achievements etc.

The IMS software has been a boon for the Institute because of its versatility, security and high quality performance at every level.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | https://drive.google.com/file/d/1CetTRDxB2VkOiR6ACsj9z2QEZ05q-aNo/view?usp=drive_link |
| Upload any additional information | View File |

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

The IQAC has been instrumental in bringing about landmark changes in improving the quality of teaching and learning. The IQAC periodically reviews teaching-learning methodology and suggests appropriate changes to enhance learning experience. As examples of the initiatives taken up by IQAC and its outcome, two cases are presented here.

Example: 1 Outcome based learning:

- The number of students clearing national level competitive examinations are used as one of the indicators for attainment of COs and POs

- The number of prizes/gold medals won by our students in the University examinations
- Bridge/Certificate courses have been conducted to improve and strengthen the fundamentals.

Outcome:

Because of the active involvement of IQAC in shaping the overall teaching-learning methodology, the performance of our students is substantially improved over the years.

Example: 2 Promotion of ICT in teaching-learning process:

- All the classrooms are ICT enabled.
- The Physics, Zoology, Botany laboratories are equipped with ICT tools.
- The departments have been provided with Camera based visualizers.
- The Institute has a Google G-suite subscription. The staff members have an Institutional email ID.
- The library is RFID enabled.
- The Institute is a tenant on the Microsoft 365 cloud server. All students have their individual IDs that help them to use Microsoft Teams for online classes.

Outcome:

These tools have proved to be a boon during the corona pandemic to continue the education without much loss to the students. Thus, the use of ICT tools has proved to be a blessing for both the students and the faculty.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality

A. All of the above

audit recognized by state, national or international agencies (ISO Certification, NBA)

| File Description | Documents |
|--|---------------------------|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Nearly 50% of the total strength of students enrolled in the Institute are girls. Our Institute strongly believes in the gender equality and all the activities are carried out on campus without any gender bias. To boost the gender equality, the Institute takes special interest and motivates girls to join the NCC.

(a) Safety and Security

- The campus and hostel are protected by the security guards. Girls feel safe and secure on campus.
- Enough lighting is ensured across the campus.
- CCTV cameras are installed in both the indoor and the outdoor areas of the campus.
- Grievance Redressal and Anti-Sexual Harassment Cell provide platforms to raise issues if any.
- The female students are provided with the hygienic and useful facilities like Sanitary Vending Machine and Incinerator.

(b) Counseling

Faculties of the Institute are appointed as the mentors for

counseling students. If students have any issue, they can approach their mentors to resolve it. The faculty are also ready to assist and guide them, allowing them not only to improve their performance but also to boost their self-esteem. Self-defense training is a life-skill that teaches female students to be more aware of their surroundings and to make them ready to fight against any unexpected danger.

(c) Common room

In order to offer recreation and relaxation to the students, the Institute has provided special rooms to both boys and girls. Thus, students can use this facility to rest and socialize themselves in their free hours.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | https://drive.google.com/file/d/104FX8KrZRSwVL2lhI9cMOIesNkM49lvK/view?usp=sharing |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://drive.google.com/file/d/1R0UM3CXkDRq-TCDXO6y0tOb3tnTNF6Ed/view?usp=sharing |

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

B. Any 3 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

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

Solid Waste Management:

Dustbins are provided across all the corners of the campus. The housekeeping staff of a contractual agency empty the trashcans on a regular basis. Special instruction boards are placed in the campus instructing not to litter, neither to use plastic products.

Notices to the staff are sent via email and WhatsApp group. The public address system/website is used to make announcements regarding forthcoming events.

Vermicompost:

The campus' dried foliage and twigs are disposed of in the vermi-beds to produce vermicompost which is then utilized in gardening.

Liquid Waste Management:

Since its foundation, the Institute has a well-maintained subterranean drainage system. The safety tanks, taps and water pipelines are maintained on a regular basis to avoid water clogging. Surat Municipal Corporation's sewage system is used to dispose of chemical waste from the chemistry laboratories.

Biomedical Waste Management:

The biomedical waste includes cotton and needles used in hematology experiments. We have needle-syringe cutter and destroyer for discarding the used needles. The destroyed needles and cotton balls are packed properly and handed over to the Biomedical Waste Carrier Vehicle that collects biomedical waste from Shri Ramkrishna Institute of Computer Education and Applied Sciences under the agreement towards sharing their bio-hazard waste disposal facilities.

E-waste management:

The Institute pursues E-waste management according to the government guidelines. The electronic devices are periodically checked and obsolete or damaged electronic devices are properly. We have an agreement with Multitronic Services for onsite support of disposal of e-wastes.

| File Description | Documents |
|---|---------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | View File |

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

B. Any 3 of the above

| File Description | Documents |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | View File |

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

A. Any 4 or All of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Various policy documents / decisions circulated for implementation | View File |
| Any other relevant documents | View File |

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

| | |
|---|-------------------------------------|
| <p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p> | <p>B. Any 3 of the above</p> |
|---|-------------------------------------|

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

| | |
|--|--|
| <p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p> | <p>A. Any 4 or all of the above</p> |
|--|--|

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

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

The Institute is the oldest science college in South Gujarat, impelled by a noble vision to encourage experimental scientific pursuit and to endow with an environment to the students to build up the scientific aptitude and skills which help them to meet the challenges of rapidly changing world. The Institute is established by SES with a mission to make the education of core science subjects "Sarvajanik" i.e. "for all" in true sense. The Institute intends to create scientific thrust and to make the students explore new horizons of science through research without the slightest of the discrimination and embraces all irrespective of caste, creed, religion, race and economic and social status. In spite of an eclectic blend of students from various strata of the society, a sense of kinship prevails amongst all. The Institute is entrusted to inculcate the spirit of camaraderie amongst students and sensitize them regarding their role and duty towards nation building.

The Institute regularly organizes various activities for inculcating the values of harmony and tolerance towards the cultural diversities. Various curricular activities bring along the opportunities for students to move towards the unification of diverse cultures.

The NSS volunteers actively participated in online Awareness Campaign on "Atma Nirbhar Bharat." The NSS and NCC volunteers participated in social causes like "Swachhata Sankalp Abhiyan", "Akhand Bharat Nirmaan" Rally (Dhara 370), Matadar Yadi, Sudharana Programme and Fit India Movement.

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

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

"The true purpose of education is in character building" - Sardar Vallabhbhai Patel, the first home minister of

independent India, once said. The Institute firmly believes and strives to put into practice the above golden words of him. The faculty members work efficiently and diligently to inculcate and impart value-based education to the students.

National festivals are celebrated with fervour and fanfare. The Days are celebrated with great enthusiasm. The members of the Local Administrative Committee, the Chief Guest, the Principal, the teaching and non-teaching staff, student volunteers of the NSS, the NCC cadets, etc. attend the flag hoisting function.

Gandhi Jayanti is also celebrated on 2nd October to commemorate the birth anniversary of Mahatma Gandhi. The NSS unit occasionally arranges "Swachhta Rally" to raise public awareness. NSS volunteers also take part in Voter Awareness Programmes which inculcate a sense of nationalism.

The Inter College Elocution Competition is arranged in the Institute. Thus, our students get an opportunity to observe the hidden talent of other eloquent speakers and also get motivated.

Students are motivated to take part in various cultural competitions in the annual Youth Festival of the VNSGU.

May it be elocution competition or musical programme, through the special guidance and adequate support by the enthusiastic teachers of the Institute, our students have excelled in different competitions at the university and state level.

| File Description | Documents |
|--|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | https://drive.google.com/file/d/1Q0Pq0sfnTJzTBQ2-eWpPpn6M3OftE5Ju/view?usp=sharing |
| Any other relevant information | https://drive.google.com/file/d/1Q0Pq0sfnTJzTBQ2-eWpPpn6M3OftE5Ju/view?usp=sharing |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to

C. Any 2 of the above

monitor adherence to the Code of Conduct
Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | View File |

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

The Institute celebrates the national and international commemorative days, birth anniversaries, events and festivals on a regular basis. The activities, carried out by the Institute and different departments in this context are mentioned below:

The International Yoga Day is celebrated on 21st June every year by the Institute. The teaching and non-teaching staff along with the students assemble on the ground in the morning and perform Yoga.

All the departments celebrate National Teacher's Day by having various activities, such as organizing lectures and various competitions.

As a part of the National Science Day celebration, the Chemistry club and the Physics Club organize Poster Making Competition, Power Point Presentation Competition, conduct MCQ test and organize lectures.

World Ozone Day, World Wetland Day and World Wildlife Day are celebrated by the Department of Botany and Zoology by arranging lectures and other awareness programs.

The World Environment Day is celebrated on 15th June and our NSS unit holds programmes throughout the year to help maintain and safeguard the environment. In the campus, the NSS unit organizes tree planting events.

To celebrate Swami Vivekananda birth anniversary, the NSS unit organized an "Invited Talk" on 17/01/2020 and Dr. Manoj Sharma shared Swamiji's ideas and ideals among students.

Library arranges book exhibition on various days such as Doctor's Day, World Gujarati Day, Fish and Fisheries Day, National Statistics Day, Hindi Divas etc. Students are encouraged to visit the library and refer to these books.

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

7.2 - Best Practices

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

1. Bicycle Club:

The Bicycle Club was established in 2016 with an aim of sensitizing the students on the importance of sustaining environment. It required involvement of students and inclusion of various stakeholders. It began with 24 bicycles and now that number has gone up to 30.

The students get the bicycle at a nominal rent of Rs. 50/- per month for a period of one semester with the condition that he/she will have to come to the Institute on bicycle daily. He/she has to deposit (fully refundable) Rs. 1000/- as a guarantee to the college office for renting it.

2. Nobel Lecture Series:

It was long felt that mere bookish knowledge was not sufficient for the overall development of graduating students. The aim of the activity was to expose students to the cutting-edge developments in Physics, Chemistry and Physiology/Medicine and to develop scientific temper among them. It was imperative that they be motivated to opt for a career as scientists. The speakers from the premier Institutes of the country would be invited every year to give a talk on the Nobel Prize given for that year.

The speaker usually interacts with the faculty and students after the lecture. The students freely discuss research options, research areas, other research career related topics etc. The institute bears the travel expenses and local hospitality of the speaker. The students are elated to talk with research scientist at such a close distance.

| File Description | Documents |
|---|---|
| Best practices in the Institutional website | https://drive.google.com/file/d/1SboPJVYH97zNUs-Qam7txyPB_nNSub5X/view?usp=sharing |
| Any other relevant information | https://drive.google.com/file/d/1SboPJVYH97zNUs-Qam7txyPB_nNSub5X/view?usp=sharing |

7.3 - Institutional Distinctiveness

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

The Institute's vision statement reads: To promote experimental scientific pursuit and to provide conducive environment to students, to develop aptitude and to sharpen skills of students to meet the challenges of rapidly changing world and to instil a spirit of camaraderie amongst students and sensitize them regarding their role and duty towards nation building.

- The Institute functions in a manner so as to be a worthy recipient of this coveted status. The Institute has adopted new and innovative pedagogical practises to improve the efficacy of the teaching learning process, in line with its vision statement.

- The Institute organizes invited talks and a unique lecture

series entitled "Nobel Lecture Series".

- The Institute organizes certificate courses, which not only enhance students' foundational knowledge but also provide them much needed hands on training.

- In order to provide a conducive environment for optimum harnessing of their creative pursuit, an SSIP cell was established in the Institute.

- MOUs are signed with different Industries and academia for nurturing the overall development of the students and create a mutually beneficial environment.

- The Institute has been organizing events via NSS and NCC units and the active participation of students is a positive indicator.

- The institute has thus diligently been pursuing its vision statement and has left no stone unturned in grasping an opportunity to bring about academic, skill based, physical, moral and value based overall development of its students.

| File Description | Documents |
|--|---------------------------|
| Appropriate web in the Institutional website | View File |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

- To add more certificate courses
- To look into the possibility of soft skill based certificate course
- To increase the frequency of the Certificate Course on Arduino Programming
- To sign MoUs with more industries so that large number of students can be benefitted
- To look into the possibility of collaborating with some agro-economic company and study the possibility of starting a course on soilless farming
- To continue with our unique Nobel Lecture Series
- To diversify the social activities being carried out under NSS
- To help the Election Commission through the volunteers of the college in preparing the voter's list for the

upcoming assembly election