

#### CONSOLIDATED AAA (ACADEMIC AND ADMINISTRATIVE AUDIT)

#### FOR THE YEAR 2022-23

**About IQAC:** The Internal Quality Assurance Cell (IQAC) undertakes pivotal initiatives, gathering data from stakeholders and crafting Annual Quality Assurance Reports for NAAC. Key endeavors encompass participation in NIRF, NAAC, and NBA, aligning with ISO benchmarks and akin certifying bodies, and overseeing Academic and Administrative Audit (AAA) alongside subsequent actions. This includes induction programs for new staff, quality-focused sessions, self-appraisal forms collation and analysis, and surveys gauging quality parameters across students, alumni, parents, employers, and educators.

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#### **Execution:**

Annual completion of the proforma by Academic Institutes and Administrative sections via self-appraisal.

Formation of audit teams sanctioned by the IIQAC, comprising experts and coordinators to assess different sections and Institutes, whether internal or external to the University.

Pre-announced audit schedules followed by on-site visits.

Compilation of reports by the teams, shared on-site with respective institute and submitted to the IIQAC Cell.







#### **Internal Audit Panel:**

Sr.No.	Name	Designation
1	Dr. Kalpesh Wandra	Pro VC
2	Dr. Himmatsinh Rajput	Registrar
3	Dr. Dhaval Vyas	Dy. Director – Research
4	Dr. Ravindra Rajput	Director – Academics
5	Dr. Pallavi Dubey	Head – IQAC

Following members are the members in the Academic and Administrative Audit Panel:

#### **Action and Impact:**

IIQAC collates reports, deliberates on observations and recommendations, presenting summaries to all members.

#### **Commendations:**

- Commendable commitment to transparency and continuous improvement by actively addressing common issues through discussions within the Internal Quality Assurance Cell (IIQAC). This collaborative approach ensures that the institution is responsive to challenges and committed to enhancing overall quality.
- Commend the encouragement of faculty participation in Faculty Development Programs (FDPs) and workshops. This initiative underscores a commitment to the professional growth of the faculty, fostering an environment of continuous learning and innovation.
- Praise the institution's dedication to expanding value-added programs in specific domains. This demonstrates a proactive effort to align academic offerings with industry needs, enhancing the practical skills and employability of students.
- Applaud the decision to appoint a full-time Training and Placement Officer (TPO) to facilitate placements. This strategic move reflects a commitment to supporting students in their transition from education to the professional world.
- Recognize the importance of career guidance sessions and coaching classes for students from diverse backgrounds. This initiative demonstrates a commitment to inclusivity and recognizes the unique challenges faced by students in their career journeys.
- Commend the institution's efforts in facilitating personality development workshops for students. This initiative contributes to the holistic development of students, preparing them not just academically but also socially and professionally.
- Applaud the establishment of an Incubation Centre, showcasing a forward-thinking approach in fostering entrepreneurship and innovation among students. This initiative provides a platform for translating academic knowledge into real-world applications.
- Acknowledge the commitment to the professional development of administrative staff through Staff Development Programs and the provision of laptop grants. This

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demonstrates recognition of the valuable contributions made by the administrative team.

- Commend the initiative to enhance medical allowances for staff, prioritizing the wellbeing of the workforce. This gesture reflects a people-centric approach to employee welfare.
- Applaud the introduction of departmental promotions for staff and Career Advancement Schemes for teachers. These initiatives recognize and reward the dedication and contributions of the faculty and staff.
- Praise the commitment to improving digital infrastructure, which is crucial for enhancing the overall efficiency of academic and administrative processes.
- Commend the proactive approach to revising courses in alignment with the National Education Policy (NEP) 2020. This initiative ensures that academic offerings are contemporary and in line with evolving educational standards.
- Recognize the forward-thinking approach in introducing courses focusing on Employability skills, aligning education with the practical needs of the job market.
- Applaud the active engagement with professional societies, which enriches the academic environment by fostering collaborations, knowledge exchange, and exposure to industry trends.
- Commend the implementation of a Code of Ethics policy and the efforts to raise awareness among students and faculty. This initiative sets a standard for ethical conduct and fosters a culture of integrity.
- Recognize the diverse range of activities such as Days celebration, expert talks, and workshops, showcasing a vibrant and engaging academic community.
- Commend the establishment of Memorandums of Understanding (MOUs) with industry, academia, and NGOs, fostering valuable partnerships for collaborative projects, research, and knowledge exchange.
- Acknowledge the institution's commitment to recognizing faculty and students at state, national, and international levels. This recognition reflects the institution's dedication to excellence and achievement.
- Praise the emphasis on promoting research endeavors, highlighting a commitment to advancing knowledge and contributing to academic scholarship.

#### **Recommendation:**

- Common issues are taken up as agenda items for discussion within the IIQAC.
- Recommending faculty participation in FDPs/workshops,
- Expanding value-added programs in specific domains,
- Appointing a full-time Training and Placement Officer (TPO) to aid placements,
- Arranging career guidance sessions,
- Conducting coaching classes for students from diverse backgrounds,
- · Facilitating personality development workshops for students,
- Establishing an Incubation Centre,

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- Organizing Staff Development Programs for administrative staff,
- · Providing laptop grants to administrative staff officers,
- Enhancing medical allowances,
- Offering departmental promotions for staff,
- Launching Career Advancement Schemes for teachers,
- Improving digital infrastructure,
- Revising courses in alignment with NEP 2020,
- Introducing courses focusing on Employability skills,
- Engaging in activities with professional societies,
- Implementing a Code of Ethics policy and raising awareness among students and faculty,
- Conducting Days celebration/Expert talk/FDP/workshops,
- Mous with industry, academia, and ngos, and recognizing faculty and students at state/national/international levels, and promoting research endeavours.

#### Action Taken Reports: The AAA's impact and actions taken are delineated annually:

- The recommendation to address common issues as agenda items for discussion within the IIQAC has been implemented. Regular meetings are scheduled to identify and discuss prevalent issues affecting the institution.
- Faculty members have been encouraged to participate in Faculty Development Programs (FDPs) and workshops. A systematic approach is in place to identify relevant programs, and faculty are actively engaged in continuous professional development.
- Value-added programs in targeted domains have been expanded, enriching the academic experience for students. The curriculum now includes additional modules to enhance practical skills and industry relevance.
- A full-time Training and Placement Officer has been appointed to strengthen the placement process. The officer is responsible for establishing connections with potential employers and facilitating placement activities.
- Regular career guidance sessions are organized to assist students in making informed decisions about their academic and professional paths.
- Coaching classes tailored to the needs of students from diverse backgrounds are being conducted to provide additional support and ensure equal opportunities for academic success.
- Personality development workshops have been integrated into the curriculum to enhance students' interpersonal skills, communication, and overall personality.
- An Incubation Centre has been established to foster entrepreneurial spirit and support students and faculty in translating innovative ideas into viable projects.
- Regular Staff Development Programs are conducted to enhance the skills and efficiency of administrative staff.
- Laptop allowance have been provided to administrative staff officers to improve their work efficiency and facilitate remote work capabilities.
- Medical allowances for staff have been enhanced to better support their well-being.

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- Departmental promotions are now offered based on merit and achievements, recognizing the contributions of staff members.
- Career Advancement Schemes have been introduced for teachers, providing opportunities for professional growth and recognition.
- Investments have been made to improve digital infrastructure, ensuring a seamless and technologically advanced learning environment.
- Courses have been revised to align with the National Education Policy (NEP) 2020, incorporating relevant changes to meet the evolving educational landscape.
- Courses emphasizing employability skills have been introduced to better prepare students for the demands of the job market.
- Collaborations with professional societies have been established, providing students and faculty opportunities for networking and exposure to industry trends.
- A Code of Ethics policy has been implemented, and awareness campaigns have been conducted to ensure adherence among students and faculty members.
- Celebration of special days, expert talks, and workshops are regularly organized to enhance the academic and cultural environment of the institution.
- Memorandums of Understanding (MoUs) have been established with industry partners, academic institutions, and NGOs to foster collaboration and create mutually beneficial initiatives.
- Faculty and students are recognized at various levels, and efforts are made to promote and support research endeavors through grants and collaboration.

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1	Dr. Sunil Joshi	Provost
2	Dr. Himmatsinh Rajput	Registrar
3	Dr. Jyotindra Mayavanshi	Associate Director – Research
4	Dr. Ravindra Rajput	Director – Academics
5	Dr. Pallavi Dubey	Head – IQAC

Following members are the members in the Academic and Administrative Audit Panel:

#### **Commendation:**

- Commended for implementing a Code of Ethics policy, fostering a culture of integrity and ethical conduct among students and faculty.
- Commendable effort in enhancing document quality and research integrity by introducing plagiarism detection tools like Urkund and Grammarly.
- Commended for enabling electronic access to library resources, promoting convenient and up-to-date learning materials for students and faculty.
- Applauded for establishing an Alumni Committee, strengthening connections between the institution and its alumni for mutual benefit.
- Commended for setting up a University Learning Management System (LMS), providing a modern platform for efficient course delivery and collaboration.
- Applauded for offering workshops and value-added courses on contemporary subjects, ensuring students gain practical insights into emerging fields.
- Commended for introducing a Motivational Award scheme, recognizing and celebrating achievements of staff, students, and faculty.
- Applauded for engaging in activities with professional societies, fostering industry connections and enriching the learning experience.
- Commendable effort in developing MOOCs courses and seeking financial support from CEC, expanding educational outreach and accessibility.
- Applauded for launching skill-based programs such as the PG program in Engineering Management, aligning education with industry demands.
- Commended for the proactive step of revising courses, ensuring alignment with current industry trends and advancements.
- Applauded for organizing workshops on managing mental stress and coaching classes, addressing the holistic well-being of students.
- Commended for conducting sessions on resume building and mock interviews, preparing students for successful entry into the professional world.
- Applauded for the recognition of faculty and students at state/national/international levels, showcasing excellence in academic achievements.
- Commended for hosting Faculty Development Programs/Conferences on cirting-edge topics, contributing to continuous professional growth.
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- Applauded for forming Memorandums of Understanding (MOUs) with industry partners, fostering collaboration and bridging academia-industry gaps.
- Commended for introducing new academic programs, demonstrating adaptability to evolving educational needs and industry requirements.

#### **Recommendation:**

- Instituting a Code of Ethics policy and educating both students and faculty about it
- Introducing plagiarism detection tools like Urkund and Grammarly for improved document quality & Research activity,
- Enabling electronic access to library resources, establishing Alumni committee,
- Setting up a University Learning Management System (LMS),
- Offering workshops and Value-Added courses on contemporary subjects such as Research Methodology, Nanotechnology, Blockchain Technology, and Professional Services.
- Introducing a Motivational Award scheme for staff, students, and faculty, •
- Engaging in activities with professional societies,
- Developing moocs courses for undergraduate and postgraduate levels with proposals • submitted to CEC for financial support, conducting IT tools workshops,
- Launching skill-based programs such as PG program in Engineering Management,
- Revising courses like Science college, •
- Organizing workshops on managing mental stress and coaching classes for students from marginalized communities,
- Conducting sessions on resume building and mock interviews,
- Honoring faculty and students at state/national/international levels,
- Hosting Faculty Development Programs (fdps)/Conference, Computer Vision, iot,
- Deep Learning, and more, forming mous with industry partners, and introducing new • academic programs.

#### **Action Taken**

- Develop a comprehensive Code of Ethics policy for students and faculty.
- Conduct orientation sessions to educate both students and faculty about the importance of ethical behavior and adherence to the code.
- Integrate plagiarism detection tools into the academic workflow.
- Provide training sessions for faculty and students on how to use these tools . effectively.
- Emphasize the significance of maintaining academic integrity.
- Upgrade the library infrastructure to provide electronic access to resource Sidhpurpur
- Train library staff and users on navigating and utilizing electronic databases.
- Ensure continuous updates and expansion of electronic resources.



- Form an alumni committee to facilitate engagement and communication.
- Organize regular alumni events, networking sessions, and mentorship programs.
- Leverage alumni networks for career guidance and support.
- Select and implement a suitable Learning Management System.
- Train faculty and students on using the LMS for course delivery, assessments, and collaborative activities.
- Regularly assess the effectiveness of the LMS and make improvements as needed.
- Develop and conduct workshops on contemporary subjects like Research Methodology, Nanotechnology, Blockchain Technology, and Professional Services.
- Introduce value-added courses to enhance students' skills and knowledge in emerging fields.
- Seek industry experts and faculty members to lead these sessions. •
- Establish clear criteria for the Motivational Award scheme for staff, students, and faculty.
- Publicize the scheme and encourage nominations and applications. •
- Host an annual award ceremony to recognize and celebrate achievements. •
- Identify relevant professional societies and encourage participation. •
- Facilitate guest lectures, workshops, and collaborative projects with these societies.
- Promote networking opportunities for students and faculty.
- Create MOOCs courses for undergraduate and postgraduate levels. •
- Submit proposals to the CEC for financial support.
- Promote the MOOCs courses to a wider audience for increased participation. •
- Introduce skill-based programs such as a PG program in Engineering Management.
- Collaborate with industry partners to align the curriculum with industry needs.
- Promote these programs through targeted marketing and outreach. •
- Form a curriculum revision committee to analyze and update courses in Science. •
- Align courses with current industry trends and advancements in science.
- Seek feedback from students and faculty during the revision process.
- Conduct workshops addressing mental stress management for students and faculty. .
- Organize coaching classes for students from marginalized communities to provide additional support.
- Establish counseling services for mental health and stress-related concerns.
- Schedule sessions on resume building and conduct mock interviews.
- Engage industry professionals to provide feedback and guidance.
- Provide resources and guidance on job search strategies and interview preparation.
- Establish a recognition program to honor faculty and students for achievements at • different levels.
- Publicize these achievements through university channels and external media.
- Encourage participation in state, national, and international competitions and conferences.
- Plan and organize Faculty Development Programs (FDPs) and conferences on topics like Computer Vision, IoT, Deep Learning, etc. Registrar



- Invite renowned speakers and experts to facilitate these programs.
- Foster collaboration and knowledge exchange among faculty members
- Identify potential industry partners and areas of collaboration.
- Draft and formalize Memorandums of Understanding (MOUs) outlining the terms and goals of the partnerships.
- Facilitate joint projects, internships, and knowledge exchange.
- Conduct a thorough analysis of market demand and academic trends.
- Propose and introduce new academic programs aligned with industry needs.
- Seek necessary approvals and accreditations for the new programs.

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Head – IQAC	Burb

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## CONSOLIDATED AAA (ACADEMIC AND ADMINISTRATIVE AUDIT) FOR THE YEAR 2023-24

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	Dr. Chetansinh Vaghela	Director, IQAC



4	Dr. Jatin Patel	Academic Director	rivate State University A
5	Dr. Lalit Patel	Dean, Faculty of Arts & Humanities	

#### Action and Impact

IQAC collates reports deliberates and observation and recommendation presenting and summaries to all respective members.

#### **Commendations:**

- Building upon the remarkable achievements of the previous year, the institution continues to demonstrate an unwavering commitment to transparency and continuous quality improvement through the active efforts of the Internal Quality Assurance Cell (IQAC). This ongoing dedication ensures that the institution remains responsive to challenges while consistently working toward enhancing academic quality.
- The faculty's ongoing participation in various professional development programs such as Workshops, FDPs, and STTPs highlights the institution's emphasis on continuous learning and research. These initiatives reinforce the faculty's professional growth and contribute to fostering an environment of academic excellence.
- Commendable progress has been made in expanding value-added programs across various domains. This proactive effort aligns academic offerings with industry needs, equipping students with practical skills and enhancing their employability. The decision to appoint a full-time Training and Placement Officer (TPO) has been a strategic move, further solidifying the institution's support for students as they transition into the professional world.
- The institution's inclusivity shines through its provision of career guidance sessions and coaching classes for students from diverse backgrounds. This initiative reflects a strong commitment to empowering all students in their career journeys, regardless of their circumstances.
- Furthermore, personality development workshops continue to play a significant role in the holistic development of students, preparing them not just for academic success, but also for personal and professional challenges.
- The establishment of an Incubation Centre has been a noteworthy development, reflecting a forward-thinking approach to nurturing entrepreneurship and innovation. This initiative offers students a platform to translate academic knowledge into real-world applications, fostering a culture of creativity and business acumen.
- On the administrative side, the institution's investment in the professional development of administrative staff through Staff Development Programs, along with the provision of laptop grants, is commendable. This recognition of their contributions ensures continued growth and efficiency in the institution's operations.
- The introduction of enhanced medical allowances for staff further highlights a peoplecentric approach to employee welfare, prioritizing the health and well-being of the workforce. Additionally, the establishment of departmental promotions for staff and



the Career Advancement Scheme (CAS) for teachers reflects the institution's appreciation for its employees and their dedication.

- Improvements in digital infrastructure, essential for enhancing the overall academic and administrative processes, have also been praiseworthy. This demonstrates the institution's adaptability in embracing technology to improve efficiency and accessibility.
- The proactive revision of courses in alignment with the National Education Policy (NEP) 2020 reflects a forward-thinking approach, ensuring that academic programs are up-to-date with current educational trends and standards. This is further complemented by the introduction of courses focusing on employability skills, directly addressing the practical needs of the job market.
- Engagement with professional societies continues to enrich the academic environment by fostering collaboration, knowledge exchange, and exposure to industry developments. The establishment of Memorandums of Understanding (MOUs) with industry, academia, and NGOs has opened up valuable opportunities for collaborative projects and research.
- Ethical standards remain a priority, with the ongoing implementation of a Code of Ethics policy and efforts to raise awareness among students and faculty. This focus on integrity sets a benchmark for ethical behaviour across the institution.
- The vibrant academic community is reflected in the diverse range of activities, including expert talks, workshops, and the celebration of various cultural days. These initiatives contribute to creating an engaging and dynamic campus environment.
- The institution's commitment to recognizing the achievements of faculty and students at state, national, and international levels is also commendable. This recognition reflects a strong culture of excellence and achievement within the institution.
- Lastly, the emphasis on promoting research endeavours has been praiseworthy, further highlighting the institution's dedication to advancing knowledge, contributing to academic scholarship, and making significant strides in research and development.
- In conclusion, the institution's sustained efforts in these areas demonstrate an admirable commitment to both academic and administrative excellence, positioning it for continued success in the coming year.

#### **Recommendation:**

Building on the remarkable achievements and commendable practices of the past year, the institution should consider the following recommendations to continue its trajectory of success and further enhance its academic and administrative landscape:

• **Expansion of International Collaborations**: While the institution has made commendable progress with its current partnerships, exploring more international collaborations with reputed academic institutions and industries could enhance global exposure for both students and faculty. Encouraging faculty and student exchange programs, joint research projects, and collaborative courses can foster a more diverse and international academic environment.



- Strengthening Research and Innovation: The establishment of the Incubation Centre has been a forward-thinking initiative. To build on this, the institution should continue investing in research by providing more grants, scholarships, and awards for faculty and students who pursue innovative research projects. Encouraging interdisciplinary research can further align academic output with industry trends, driving innovation.
- Enhanced Faculty Development Initiatives: Given the institution's focus on continuous learning and faculty development, increasing the frequency of specialized workshops, FDPs, and international conferences can ensure that faculty members stay at the cutting edge of their disciplines. Faculty exchange programs with foreign universities could be another way to enhance academic expertise.
- Student-Centric Initiatives: While the institution already excels in employabilityfocused programs and personality development workshops, it can further invest in student mentorship programs. These initiatives, supported by industry professionals and alumni, can provide personalized career guidance, improving student engagement and career outcomes.
- **Digital Transformation and E-Learning**: With the digital infrastructure already showing significant improvement, the next step could be to fully integrate e-learning platforms, online courses, and blended learning models across all departments. This will not only enhance learning accessibility but also align with the growing demand for flexible education models in a post-pandemic world.
- Sustainability and Green Initiatives: Introducing programs aimed at sustainability, including energy conservation, green campus initiatives, and environmental research, can align the institution with global standards in sustainable development. These initiatives could also attract funding from government and international agencies committed to environmental sustainability.
- Industry-Academia Linkages: Continue to build on the current MOUs with industry partners, ensuring more internships, live projects, and job placements for students. Establishing a dedicated industry-academia liaison office could streamline collaborations, ensuring stronger ties with industries that align with the institution's academic programs.
- Holistic Student Development: The institution can introduce more programs that cater to the holistic development of students, such as mental health workshops, leadership camps, and social responsibility projects. Encouraging students to participate in social initiatives will nurture well-rounded individuals capable of contributing to both society and the workforce.
- Diversity and Inclusion Initiatives: Expanding career guidance and support for students from diverse backgrounds has been commendable. Further investment in diversity and inclusion initiatives, such as creating support groups, mentorship for underprivileged students, and scholarships, would reinforce the institution's commitment to providing equal opportunities.
- Recognition and Reward Systems: The current recognition of faculty and student achievements is impressive. Expanding this to include a more formal and structured reward system for outstanding contributions in teaching, research, and community service could further motivate both students and staff to excel in their respective areas.



## Action Taken Reports: The AAA's impact and actions taken are delineated annually:

#### **Expansion of International Collaborations**

• Action Taken: The institution has successfully established new MoUs with two reputed international academic institutions in the past year, including one in Europe and another in Southeast Asia. A faculty exchange program was initiated with one of these institutions, resulting in two faculty members participating in joint research projects. Plans for student exchange programs and collaborative online courses are in progress for the upcoming academic year.

## Strengthening Research and Innovation

• Action Taken: The institution has increased its investment in research by offering additional research grants and scholarships to faculty and students. Two new interdisciplinary research centers have been established, fostering collaboration across departments. The Incubation Centre has hosted four student-led startup projects, and two of these projects have received seed funding from industry partners.

## **Enhanced Faculty Development Initiatives**

• Action Taken: The institution organized five specialized workshops and two Faculty Development Programs (FDPs) over the last year, including one international conference. Additionally, faculty members have been encouraged to attend international conferences, with financial support provided. A faculty exchange program with a foreign university is currently under negotiation.

#### **Student-Centric Initiatives**

• Action Taken: A formal mentorship program has been introduced, pairing students with industry professionals and alumni. The program includes personalized career counseling sessions and has already seen participation from over 100 students. The institution also hosted three career guidance workshops, focusing on soft skills and industry readiness.

#### **Digital Transformation and E-Learning**

• Action Taken: The institution has fully integrated an e-learning platform for all departments, enabling blended learning and online course delivery. Instructors have been trained on the new system, and several departments have already begun offering online courses alongside traditional classroom-based courses.

## Sustainability and Green Initiatives

• Action Taken: A Green Campus Initiative was launched, promoting energy conservation through solar panels and energy-efficient lighting. Additionally,



environmental awareness programs and workshops on sustainable practices were conducted, and the institution has applied for government grants for a large-scale environmental research project.

## Industry-Academia Linkages

• Action Taken: Existing MoUs with industry partners have been renewed, and three new partnerships have been signed. These partnerships resulted in internships for 50 students and five live industry projects. A dedicated industry-academia liaison office has been established to facilitate further collaboration and strengthen ties with industry partners.

#### Holistic Student Development

• Action Taken: New programs focusing on holistic development, such as mental health workshops, leadership training camps, and community service projects, have been introduced. Over 200 students participated in these activities, with positive feedback received from participants. Social responsibility projects have become an integral part of student development.

#### **Diversity and Inclusion Initiatives**

• Action Taken: The institution expanded its support for students from diverse backgrounds by establishing mentorship groups for underprivileged students and offering scholarships. A Diversity and Inclusion Committee has been formed to oversee these initiatives and ensure equitable access to all students. Career guidance sessions are now tailored to address the specific challenges faced by students from different backgrounds.

#### **Recognition and Reward Systems**

• Action Taken: A formal recognition and reward system was introduced, honoring outstanding contributions in teaching, research, and community service. Awards for faculty and students have been expanded to include categories for innovation, leadership, and social responsibility. The recognition ceremony has been well-received, motivating increased participation in research and development activities.

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