

ACADEMIC YEAR – 2014-15
The Annual Quality Assurance Report (AQAR) of the IQAC
(June 15, 2014 to April 25, 2015)

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

I. Details of the Institution

1.1 Name of the Institution

Navjivan Arts & Commerce College, Dahod

1.2 Address Line 1

Jhalod Road

Address Line 2

Dahod

City/Town

Dahod

State

Gujarat

Pin Code

389151

Institution e-mail address

nacc_dahod@rediffmail.com

Contact Nos.

02673 - 250039

Name of the Head of the Institution:

Shri Kanhaiyalal Shah

Tel. No. with STD Code:

02673 - 250040

09427222552/09428514700

Mobile:

Name of the IQAC Co-ordinator:

Dr. N P Modi

Mobile:

098355234

IQAC e-mail address:

nacc_dahod@rediffmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC / 47 / A & A / 84 Dt. 29-01-2009

1.5 Website address:

www.navjivanac.in

Web-link of the AQAR:

www.navjivanac.in/IQAC/AQAR 2014-15

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.60	2009	29-01-2009 to 28-01-2014
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

01/07/2009

1.8 AQAR for the year (for example 2010-11)

2014-2015

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

i. AQAR	<u>2009-10</u>	<u>01-01-2010</u>	(DD/MM/YYYY)
ii. AQAR	<u>2010-11</u>	<u>1-10-2011</u>	(DD/MM/YYYY)
iii. AQAR	<u>2011-12</u>	<u>23-07-2012</u>	(DD/MM/YYYY)
iv. AQAR	<u>2012-13</u>	<u>26-04-2014</u>	(DD/MM/YYYY)
v. AQAR	2013-14	18-09-2014	(DD/MM/YYYY)
vi. AQAR	2014-15	14-08-2015	(DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☐ Tribal ☒

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☐ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Gujarat University

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc. **N.A.**

Autonomy by State/Central Govt. / University

--

University with Potential for Excellence

--

UGC-CPE

--

DST Star Scheme

--

UGC-CE

--

UGC-Special Assistance Programme

--

DST-FIST

--

UGC-Innovative PG programmes

--

Any other (*Specify*)

--

UGC-COP Programmes

--

2. IQAC Composition and Activities

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2. 6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts ---

02

2.9 Total No. of members 16

2.10 No. of IQAC meetings held **02**

2.11 No. of meetings with various stakeholders:

No.	--	Faculty	01
Non-Teaching Staff	--	Students	--
Alumni		Others	01

2.12 Has IQAC received any funding from UGC during the year? Yes - No ✓

If yes, mention the amount --

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. -- International -- National -- State -- Institution Level --

(ii) Themes --

2.14 Significant Activities and contributions made by IQAC

Maximum number of SC/ST/OBC and women in the college admission

Remedial coaching for weaker students

Maximum efforts on improving attendance and exam results

Program on Career Guidance

Conducted Workshop in Commerce Department

Motivated faculties to publish articles and research papers

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To avail maximum benefits of UGC Schemes.	Utilized UGC Schemes relevant to our College.

To organize a workshop in Commerce Department	Organized Workshop in Commerce Department
To continuously uplift the weaker students. To encourage faculties to complete their Ph. Ds	Managed to Provide maximum financial support / Scholarship to the weaker students. 03 Faculty members submitted their Ph.D thesis
To encourage students to participate in curricular and co curricular activities To construct an auditorium	Students actively participated in Gujarat University South Zone Inter College and All India Inter University Tournaments. Construction work of the Auditorium is in progress

** Attach the Academic Calendar of the year as Annexure. (Annexure I given at the back)*

2.16 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The AQAR was presented before the Governing Body which approved it to be mailed to NAAC Bangalore.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	04	--	--	--
UG	06	--	--	--
G Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	10	--	--	--
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: ✓CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG – 06 / PG - 04
Trimester	--
Annual	--

1.3 Feedback from stakeholders* Alumni ☐ Parents ☐ Employers ☐ Students ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure (**Annexure II Given at the Back**)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

UG Syllabus under C.B.C.S. – Semester System introduced in 2011-12 for F.Y. B.A. / B.Com. , For S.Y. B.A. / B.Com. - 2012-13 and for TYBA/B.Com -2013-14.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
--	--	15	--	01

2.2 No. of permanent faculty with Ph.D.

06

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	09	15	--	--	--	01	--	16	09

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	10
----	----	-----------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	05	01
Presented papers	--	10	04
Resource Persons	--	03	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Oral assessment of students on completion of a topic
Use of PPT in teaching learning.
Oral test before admission to assess subject aptitude of student
Industrial visit
Visit to Psychiatric Hospital for hands on experience by the students of Psychology Department

2.7 Total No. of actual teaching days during this academic year **180**

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) **--**

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

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2.10 Average percentage of attendance of students **75%**

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme (Final Year)	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (English)	94	--	3.90	46.75	49.35	81.91
B.A. (Gujarati)	201	--	1.75	25.44	72.81	56.72
B.A. (Hindi)	95	--	--	23.53	76.47	53.68
B.A. (Economics)	106	--	2.82	25.35	71.83	66.98
B.Com. (A/c)	182	2.88	14.39	37.41	45.32	76.37
B.Com. (B.M)	31	--	--	20%	56.67%	76.67%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC contributes to the college in the following manner in context of teaching and learning Process.

- **Inclusion or improving the access of SC/ST/OBC, women, economically weaker sections and minority community in the college admission.**
- **Identification of weaker students and making provision to provide remedial teaching.**
- **To sensitize the environmental issues among the staff and the students.**

- **Motivating students to make use of library.**
- **Instilling discipline and punctuality among students.**
- **Motivating students and staff to undertake extension activities.**

The IQAC monitors and evaluates the teaching learning process in the following manners.

- **The IQAC monitors smooth implementation of the academic calendar.**
- **The installation and activation of CCTV helps the IQAC to monitor students' involvement in regular classes and to maintain campus discipline.**
- **Adherence to class attendance in most punctual way has resulted in better performance.**
- **Regular interaction of IQAC with governing body and students.**
- **Evaluation of feedback and its analysis and further action.**
- **All grievances are redressed through on table discussions.**

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	01
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	02	09	--	07
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC encourages the teachers to undertake major/minor research projects sponsored by UGC and provides necessary facilities & assistance. IQAC encourage the teachers to present papers in international, national and state level seminars and conference. IQAC also stimulate the teachers for paper publication and book writing.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	06	
Non-Peer Review Journals	--	02	
e-Journals	--	--	
Conference proceedings			

3.5 Details on Impact factor of publications: --

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

--

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from **NA**

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges **NA** Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	--	--	--	--	01
	Sponsoring agencies					College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : --

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year **NIL**

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year.

Total	International	National	State	University	Dist	College
--	--	01	--	--	--	--

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

01

01

3.19 No. of Ph.D. awarded by faculty from the Institution

--

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) **NIL**

JRF

--

SRF

--

Project Fellows

--

Any other

--

3.21 No. of students Participated in NSS events:

University level

16

State level

--

National level

--

International level

--

3.22 No. of students participated in NCC events:

University level

--

State level

--

National level

50

International level

--

3.23 No. of Awards won in NSS:

University level

--

State level

--

National level

--

International level

--

3.24 No. of Awards won in NCC:

University level

--

State level

--

National level

--

International level

--

3.25 No. of Extension activities organized

University forum	--	College forum	07	(CWDC)	
NCC	03	NSS	05	Any other	--

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Removal of blind beliefs through awareness programs
- Creating awareness about yoga, water and environment
- Rally on World Diabetes Day
- Program on malnutrition
- Swachhata Abhiyaan

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities: **28.90**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area In acres	28.90	--	--	28.90 acres.
Class rooms In Sq.ft.	16477	--	--	16477 Sq.ft.
Laboratories	--	--	--	--
Seminar Halls		Under construction	UGC & Governing Body	3200 Sq. ft
No. of important equipments purchased (≥ 1.0 lakh) during the current year.	-	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

- Admission fees, Accounts, Scholarship, Result etc. functions are computer enabled. Library books are managed on soul software.
- Books in Data Entry (Soul Software)

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	45248		417	51205		
Reference Books			393	276535		
e-Books						
Journals	60	21600				
e-Journals						
Digital Database						
CD & Video	18					
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	54	01	21	--	--	04	--	--
Added	10	--	--	--	--	--	--	--
Total	64	01	21	--	--	04	--	--

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Internet access provided for teachers and students

4.6 Amount spent on maintenance in lakhs:

i) ICT

.34467

ii) Campus Infrastructure and facilities

--

iii) Equipments

--

iv) Others

5.45183

Total :

5.79650

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Few student support services which the IQAC tries to provide the students:

Career guidance and counselling

Student mentoring in informal manner

To encourage students to procure government scholarship

To promote them to make the best use of library services

To encourage them to prepare for public service exams

and in the same context inform them about the various study materials available

To motivate students to take up courses at IGNOU and BAOU study centres

Anti Ragging Cell and Grievance Redresses Cell

5.2 Efforts made by the institution for tracking the progression

- **Suggestion box for complaints and suggestion**
- **Interacting with students and addressing their grievances**
- **Procuring students feedback and conducting the follow up work**
- **Weaker students are identified and Remedial coaching is imparted**
- **Analysis of result**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2468	688	--	--

--

(b) No. of students outside the state --

(c) No. of international students

--

	No	%
UG	1453	58.87
PG	292	42.44

Women

	No	%
UG	1015	41.13
PG	396	57.56

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
UG-568	81	1613	211	18	2491	UG- 533	63	1674	185	13	2468
PG-170	11	297	73	-02	553	PG- 147	17	363	158	03	688

Demand ratio **3:2 (UG)**

Dropout % **7.89 (UG)**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Existence of Career Counselling Cell which provides informal guidance for competitive exams.

No. of students beneficiaries

--

5.5 No. of students qualified in these examinations

NET -- SET/SLET -- GATE -- CAT --
IAS/IPS etc -- State PSC -- UPSC -- Others --

5.6 Details of student counselling and career guidance

Existence of Career Counselling and Guidance Cell.

No. of students benefitted

125

5.7 Details of campus placement. **Placement is done in informal manner.**

<i>On campus</i>			<i>Off Campus</i>
Number of	Number of Students	Number of	Number of Students Placed

Organizations Visited	Participated	Students Placed	
--	--	--	--

5.8 Details of gender sensitization programmes

i)	Creating gender friendly environment.
ii)	Creation of a cell to prevent sexual harassment.
iii)	Healthy working environment for women.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level	19+87	National level	01	International level	--
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No. of students participated in cultural events

State/ University level	01	National level	--	International level	--
-------------------------	-----------	----------------	----	---------------------	----

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level	06	National level	--	International level	--
----------------------------------	-----------	----------------	----	---------------------	----

Cultural: State/ University level	--	National level	--	International level	--
-----------------------------------	----	----------------	----	---------------------	----

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government SC/ST/OBC Scholarships	1431	68,04295
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="--"/>	National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>
Exhibition:	State/ University level	<input type="text" value="--"/>	National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: --

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

The vision of our Institution is to aim at the overall development of all our students to enable them to meet the challenges of life at national and global level.

We wish to make our tribal and weaker section of students more aware and uplift them and thereby make all the students competent citizens of the nation.

Mission

- Our mission is to provide value based education.
- To widen the horizon of their knowledge of humanities and commerce.
- To motivate them for social services.
- To enlighten them to become responsible citizens and partake in economic and social development of the nation.

The vision and mission of the Institution is communicated to the students, teachers, staff and other stake holders through-

- Regular dialogue in the form of meetings, get together, one to one interaction.
- Display on the boards at the entrance of the college and in the prospectus.

6.2 Does the Institution has a Management Information System

Yes, Admission fees, Accounts, Staff salaries, Scholarship, Result etc. functions are computer enabled. Library books are managed on SOUL.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The college is grant in aid and the affiliating Gujarat University decides the curriculum. In the present academic year none of our faculty members are representing the Board of Studies. However, the faculty is involved in preparation of teaching calendar, Time-table, Study tours, Translation of curriculum etc. The IQAC motivates the teachers to participate in seminars, Training Programme etc.

6.3.2 Teaching and Learning

Assessing students knowledge at the time of Admission, Remedial teaching, Personal counselling to advanced learners, Encourage students to go through news papers, Journals, Periodicals, Vigilance in maintaining attendance records, Interactive teaching (oral feedback) and use of PPT. The college IQAC team gives suggestions in the development of the institute.

6.3.3 Examination and Evaluation

Post exam discussion of Question papers, Assessment and analysis of Exam results.

6.3.4 Research and Development

Motivation to faculty for paper presentation, M.R.P., M.Phil., Ph.D., Provision for TA/DA to teachers to participate in faculty development programmes.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Advising the management to update the infrastructure. Use of internet to download reference materials, Question papers, Reference books, Reading Room. Issue of text books, Internet facilities. Construction of Auditorium is in progress.

6.3.6 Human Resource Management

- **Motivational lectures given to entire staff by experts.**
- **Encouragement by governing body to staff in procuring subject related training.**
- **IQAC encourages the faculties to undertake research work.**
- **Meetings are held to resolve any issue pertaining to staff.**

6.3.7 Faculty and Staff recruitment

Ad-hoc professors are appointed by the governing body to fulfil the yearly workload requirements as the Higher Education Department is yet to fill in teaching and non teaching posts.

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

- **Admission as per merit list.**
- **Full Utilization of SC/ST quota in giving admission to SC/ST students.**
- **Admission date as well as other relevant information is displayed on the college notice board well in advance.**
- **Admission committee gives proper guidance to students in selecting core elective and subject elective papers.**
- **Admission committee conducts oral interview before giving admission to students.**

6.4 Welfare schemes for

Teaching	--
Non teaching	--
Students	Govt. Scholarship

6.5 Total corpus fund generated

6,58,590/- fees collected

6.6 Whether annual financial audit has been done

Yes

☒☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	--	--	--	--
Administrative	--	--	A/c Auditor	C.A.

Office Auditor

6.8 Does the University/ declares results within 30 days?

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Existence of Bar-Code System in University Exam and Central Assessment for final Year exam by Gujarat University.

Continuous evaluation of students through internal exams, assignments and class presentation.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

Activities – Guidance and practical involvement of students in cultural Programmes

Support – Positive feedback about (i) Curriculum (ii) Result improvement

Revised

6.12 Activities and support from the Parent – Teacher Association

- **Interactive meetings of PTA on regular basis.**
- **Implementation of feedback given by PTA.**
- **Information of college and oral feedback from professors given to parents.**

6.13 Development programmes for support staff

Informal computer training relevant to College administrative work

6.14 Initiatives taken by the institution to make the campus eco-friendly

- **Well maintained garden, tree plantation, anti plastic and cleanliness drive, program on water and electricity conservation.**

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- **Regularity of students in the classes is monitored through daily attendance and its analysis**
- **Emphasis on conceptual clarity in teaching and learning**
- **Continuous evaluation**
- **Morning prayers, Thought of the day.**
- **Improving functional English through DELL.**
- **Participation of Faculty members in conferences and Seminars**

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Organized Workshop in Commerce Department

03 Faculty members submitted their Ph. Ds

Students actively participated in Gujarat University South Zone Inter College and All India Inter University Tournaments.

Construction work of the Auditorium is in progress

Managed to provide maximum financial support / government scholarship to the weaker students.

Utilized UGC Schemes relevant to our College

Visit to Mundra Port

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

*Provide the details in annexure (annexure need to be numbered as i, ii,iii) ***Annexure – III given at the back***

7.4 Contribution to environmental awareness / protection

1) Tree plantation, Water and Electricity Conservation, Anti plastic drive.

2) Clean and green campus

3) Environment Day Celebration

Besides in FBA/BCom a paper on Environmental Studies is being taught which helps in creating environmental awareness

7.5 Whether environmental audit was conducted? Yes ☐ -- No ☒

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- It is one of the oldest and reputed college therefore students prefer to take admission here
- Good infrastructure
- Tries to give maximum admission to SC/ST/OBC students
- Well stocked library
- Huge playground
- Experienced and qualified staff
- The college wishes to state that when the student strength was around 1500 in the year 1995 the teaching staff was around 40 whereas in 2014-15 we have 3156 students and teaching staff is 16 including a part timer and librarian. This has adversely affected the student teacher ratio. We are short of administrative staff too. The Higher Education Department of govt. of Gujarat has not filled vacant posts since 1998. The above facts should be taken into consideration by the peer team on its visit.

8. Plans of institution for next year

- To continue remedial teaching for weaker students.
- To continue the initiative to keep the campus clean and eco-friendly.
- Motivating teaching faculty to write research paper, articles, books etc.
- Motivating faculties to attend and present papers at seminars/conferences
- Motivating teaching faculty to take up Major/Minor Research Projects
- To improve attendance and exam results
- To complete the construction of the Auditorium

Name: Dr. N P Modi

Name : Kanhaiyalal Shah

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*____

Annexure - I

Academic Calendar – 2014-15

June - 2014	
16-06-2014	- College Reopens
17-06-2014	- Counselling and admission process.
July – 2014	- Induction Meeting for newly admitted Students.
	- Planning meeting of N.S.S. Volunteers for the current academic year
	- NCC (ATC) Camp to be organized by NCC Unit.
12-07-2014	- Gurupurnima celebration by NSS Unit.
	- Formation of student Union.
August – 2014	- Tree plantation programme by NSS Unit.
	- Poetry recitation and singing competition to be held
	- Inter class table tennis, cross country running, Badminton, Chess and Volleyball tournaments (Boys & Girls) and Inter College (Guj.Univ.South Zone) tournament of these sports (Boys & Girls) to be organized.
15-08-2014	- Independence Day Celebration
	- Janmastami Celebration – Matkifod Program.
Sept – 2014	
05-09-2014	- Teacher's Day Celebration
	- Inter Class kho-kho (Boys) tournament and selection for College football team for tournaments to be organized by Gujarat University South Zone.
	- Educational tour to Mundra Port for college students sponsored by Adani Group (10-09-14 to 13-09-14)
	- Hindi day Celebration
	- Celebration of NSS Day by NSS Unit.
	- Youth festival Celebration by Gujarat University
October – 2014	- Internal Exams to be organized
19-10-14 to 8-11-14	- Diwali Vacation
	- ATC Camp of NCC

November - 2014	<ul style="list-style-type: none"> - Swachchhta Programme under National Cleanliness Drive to be organized - University Exam to be held.
December – 2014	<ul style="list-style-type: none"> - University Exam to be held.
January – 2015 26-01-15	<ul style="list-style-type: none"> - National Integration Camp of NCC to be organized - NCC tracking Camp to be organized. - Celebration of Days in the College. - Republic Day Celebration - Gujarat University South Zone Athletic Meet. - Seminar (Work-Shop) of Commerce faculty to be organized. - Painting Competition and Debate to be organized
February – 2015	<ul style="list-style-type: none"> - NSS Camp to be organized - Celebration of Annual Day - Career Orientation Program
March – 2015	<ul style="list-style-type: none"> - Internal Exams.
April – 2015 27-04-2015 To 14-06-2015	<ul style="list-style-type: none"> - University Exams. - Summer Vacation

Annexure - II

FEEDBACK ANALYSIS – 2014-15

a Analysis of Students' Feedback

Teaching Environment:

The majority of the U.G. students found the teaching environment to be satisfactory.

Teaching environment suffers due to

- a) Sanctioned strength per division is 150 as per Commissioner of Higher Education
- b) No appointments since 1998 for vacant teaching and non teaching posts
- c) Inexperienced Ad hoc teaching staff
- d) Majority of students in Arts faculty are first generation learners

Quality of Infrastructure:

The students found the quality of the infrastructure to be quite good in comparison to the other colleges of the district. However, they expressed their dissatisfaction as the Boys' Common Room is temporarily being used as Conference Room.

Faculty Support and its Quality:

In context of faculty support and its quality there were mixed opinions. However the majority of the students were satisfied with the support and counselling that they received from the faculty. The students found the experienced faculty and regular classes a plus point as compared to the other colleges of the district. The teaching quality may have got affected as faculty appointments have not been made since 1998, by the Education Department of government of Gujarat.

Fee structure:

The students are quite happy with the fee structure as this is a grant in aid college where the students are charged minimum fees which ranges between Rs. 600 to 1400 per annum.

Library Support:

The students are given text books prescribed for the subjects in addition to the study material given by the faculty members hence they are satisfied with the support that they receive from the library.

Annexure – III

(7.3) Two Best Practices of the Institution

1. Title of the Practice:-

COMPULSORY ATTENDANCE

2. Goal :-

The University has made it mandatory to maintain 80% students' attendance in the college. Our college has made it as a goal in practical life to have 80% attendance.

3. The Context:-

The above practice helps the college to develop a culture of punctuality and discipline.

4. The Practice:-

The attendance is taken for all the lectures and the students are administered the attendance sheet wherein he has to put his signature in front of his roll number. The attendance sheets are collected and are analysed. On analyses students with poor attendance are informed, warned and their parents are invited by the head of the institution.

5. Evidence of Success.

On implementing the above practice the overall attendance has improved to a great extent.

6. Problems encountered and resources required.

(a) Students of Arts faculty travel approximately 10 to 20 k.m. to reach the college. The buses are irregular, as a result the students are not able to attend the first lecture.

(b) The above problem worsens in rainy season.

The College has requested GSRTC - Dahod depot to increase the number of buses and we are awaiting their action.

1. Title of the Practice:-

EDUCATION FOR ALL

2. Goal:-

The objective of college is to give maximum admission to ST/SC/OBC/Female students.

3. The Context:-

The college is situated in a tribal belt which has a very high concentration of tribal students who need higher education to improve their quality of life.

4. The Practice:-

The college follows the guidelines of the affiliating Gujarat University in giving admission to the students and maximum thrust is on ST students.

5. Evidence of Success:-

The ST and economically backward students from remote and tribal areas have been benefited by this practise. It has also helped them in improving their overall personality and quality of life. Due to higher education they are able to get the state and central government jobs reserved for them.

6. Problems encountered and resources required:-

Government of Gujarat has not made any appointments since 1998 which leads to poor student teacher ratio and to resolve this situation the college has to employ Ad hoc faculty.

Contact Details:-

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