

**ACADEMIC YEAR – 2015-16**  
**The Annual Quality Assurance Report (AQAR) of the IQAC**  
(June 15, 2015 to April 26, 2016)

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 B C Chaudhary**

Tel. No. with STD Code:

**02673 - 250040**

**09427655605**

Mobile:

Name of the IQAC Co-ordinator:

Dr. Neeta P Modi

Mobile:

09825355234

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:

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

(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)

:

1.5 Website address

www.navjivanac.com

Web-link of the AQAR:

[www.navjivanac.com/IQAC/AQAR](http://www.navjivanac.com/IQAC/AQAR) 2015-16

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 <sup>st</sup> Cycle	B	2.60	2009	29-01-2009 to 28-01-2014
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

01/07/2009

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

2015-2016

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	2009-10	01-01-2010	(DD/MM/YYYY)
ii. AQAR	2010-11	1-10-2011	(DD/MM/YYYY)
iii. AQAR	2011-12	23-07-2012	(DD/MM/YYYY)
iv. AQAR	2012-13	26-04-2014	(DD/MM/YYYY)
v. AQAR	2013-14	18-09-2014	(DD/MM/YYYY)
vi. AQAR	2014-15	14-08-2015	(DD/MM/YYYY)
vii. AQAR	2015-16	28-06-2016	(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   
Non-Teaching Staff  Students  Alumni  Others

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

Governing body advised to take up college renovation work  
Maximum number of SC/ST/OBC and women in the college admission  
Motivated faculty members to submit Minor/Major Research Projects  
Maximum efforts on improving attendance and exam results  
Study Tour to Somnath and Diu  
One week Co-operative Training Program for students  
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 \*

<b>Plan of Action</b>	<b>Achievements</b>
<b>Preparation for RAR</b>	<b>Submission of RAR in Oct. 2015</b>
<b>To organize Study Tour</b>	<b>A study tour was organized for students</b>
<b>To organize One week Co-operative Training Program for students</b>	<b>Organized One week Co-operative Training Program for students</b>
<b>To continuously uplift the weaker students.</b>	<b>Managed to provide maximum financial support / Scholarship to the weaker students.</b>
<b>To encourage faculties to complete their Ph. Ds</b>	<b>03 Faculty members awarded their Ph.D</b>
<b>To encourage students to participate in curricular and co curricular activities</b>	<b>Students actively participated in Gujarat University South Zone Inter College and All India Inter University Tournaments.</b>
<b>Furnishing and finishing of auditorium</b>	<b>Furnishing and finishing of Auditorium is in progress</b>

\* 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	<b>04</b>	--	--	--
UG	<b>06</b>	--	--	--
G Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
<b>Total</b>	<b>10</b>	--	--	--
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

(ii) Pattern of programmes:

Pattern	Number of programmes
<b>Semester</b>	<b>UG – 06 / PG - 04</b>
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.

No change
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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
--	<b>07 (Adhyapak Sahahayak)</b>	<b>14</b>	--	<b>01</b>

2.2 No. of permanent faculty with Ph.D.

<b>14</b>
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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
<b>07</b>	<b>02</b>	<b>14</b>	--	--	--	<b>01</b>	--	<b>22</b>	<b>02</b>

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	<b>07</b>
----	----	-----------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	<b>02</b>	<b>01</b>	<b>02</b>
Presented papers	<b>03</b>	<b>09</b>	--
Resource Persons	--		

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

<p>Oral assessment of students on completion of a topic</p> <p>Use of PPT in teaching learning.</p> <p>Oral test before admission to assess subject aptitude of student</p> <p>Industrial visit</p> <p>Maximum efforts on improving attendance and exam results</p> <p>Organization of FUNFAIR by the Governing Body where students gain experience of entrepreneurship, marketing and team spirit</p> <p>Motivational Lectures organized on Dec. 9 every year by the Governing Body especially for the teachers.</p> <p>Students are motivated to make use of the Library</p>
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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 -- -- --

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)	81	<b>02</b> <b>2.86%</b>	<b>04</b> <b>5.71%</b>	<b>44</b> <b>62.86%</b>	<b>20</b> <b>28.57%</b>	<b>70</b> <b>86.42%</b>
B.A. (Gujarati)	<b>214</b>	—	<b>03</b> <b>2.72%</b>	<b>56</b> <b>50.90%</b>	<b>51</b> <b>46.36%</b>	<b>110</b> <b>51.40%</b>
B.A. (Hindi)	<b>152</b>	—	<b>03</b> <b>5.66%</b>	<b>18</b> <b>33.96%</b>	<b>32</b> <b>60.37%</b>	<b>53</b> <b>34.86%</b>
B.A. (Economics)	<b>117</b>	—	<b>04</b> <b>5.63%</b>	<b>33</b> <b>46.48%</b>	<b>34</b> <b>47.89%</b>	<b>71</b> <b>60.68%</b>
B.Com. (A/c)	<b>137</b>	<b>07</b> <b>8.14%</b>	<b>17</b> <b>19.76%</b>	<b>33</b> <b>38.37%</b>	<b>29</b> <b>33.72%</b>	<b>86</b> <b>62.77%</b>
B.Com. (B.M)	<b>30</b>	---	---	<b>03</b> <b>25.00%</b>	<b>09</b> <b>75.00%</b>	<b>12</b> <b>40%</b>

## 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	<b>02</b>	<b>09</b>	--	<b>07</b>
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. In the current academic year maximum number of Minor Research Proposals have been submitted to the UGC. IQAC encourages 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	--	--	--	<b>10</b>
Outlay in Rs. Lakhs	--	--	--	--

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	<b>11</b>	
Non-Peer Review Journals	--		06
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	--	--	--	--	--
Sponsoring agencies					

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
--	--	--	--	--	--	--

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

**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 **15** State level **02**

National level -- International level --

3.22 No. of students participated in NCC events:

University level 59 State level **10**

National level **11** 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	<input type="text" value="--"/>	College forum	<input type="text" value="06"/>	(CWDC)
NCC	<input type="text" value="05"/>	NSS	<input type="text" value="05"/>	Any other <input type="text" value="--"/>

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

- Blood Donation Camp
- Program on Yoga
- Program on malnutrition conducted at Primary School (Retia &Tindori Villages)
- Creating awareness about saving water and environment
- 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 <b>In acres</b>	<b>28.90</b>	--	--	<b>28.90 acres.</b>
Class rooms <b>In Sq.ft.</b>	<b>16477</b>	--	--	<b>16477 Sq.ft.</b>
Laboratories	--	--	--	--
Seminar Hall	--			<b>3200 Sq. ft</b>
No. of important equipments purchased ( $\geq$ 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	<b>45248</b>					
Reference Books			<b>316</b> <b>(UG+PG)</b>	<b>201396</b>		
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

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

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

**Internet access provided for teachers and students**

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	.56868/-
ii) Campus Infrastructure and facilities	--
iii) Equipments	--
iv) Others	<b>5.7705/-</b>
<b>Total :</b>	<b>6.33918/-</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

**Career guidance and counselling with job assistance**

**Student mentoring in informal manner**

**Study material and Question Banks for students**

**Self Defence Training program for girls**

**To guide 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**

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

**Anti Ragging Cell and Grievance Redressal Cell**

#### 5.2 Efforts made by the institution for tracking the progression

- **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**
- **Exchange of information with peers, Alumni and Parents**

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
<b>2642</b>	<b>739</b>	--	--

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

--
----

#### (c) No. of international students

--
----

	No	%
<b>Men</b>		
<b>UG</b>	<b>1543</b>	<b>58.40</b>
<b>PG</b>	<b>282</b>	<b>38.16</b>

Women

	No	%
<b>UG</b>	<b>1099</b>	<b>41.60</b>
<b>PG</b>	<b>457</b>	<b>61.84</b>

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
UG-533	63	1674	185	13	2468	UG- 509	64	1850	205	14	2642
PG-147	17	363	158	03	688	PG- 111	27	438	157	06	739

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

Dropout **6.9 % (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

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

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	--

#### 5.8 Details of gender sensitization programmes

- i) Creating gender friendly environment.**
- ii) Felicitation of female students on Annual Day for their achievements in curricular and co- curricular activities**
- iii) Lecture on empowerment of women**
- iv) Program on self defence for girls**
- v) 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  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  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	<b>1639</b>	<b>1,08,066,10/-</b>
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

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

## 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. As none of our Faculty member has been included in the Board of Studies we simply have to follow the syllabus framed by the respective Boards of Studies.**

### 6.3.2 Teaching and Learning

**Assessing students knowledge at the time of Admission, Remedial teaching, Personal counselling to advanced learners, Encourage students to make maximum use of Library, maintaining regular attendance records, Interactive teaching, group discussion, preparation and circulation of study material and use of PPT. Oral feedback from the students at the end of the Semester. Co curricular activities like elocution, debate, essay writing, poetry recitation, creative writing, GK Exam etc are also organized from time to time. The college IQAC team gives suggestions in the development of the institute.**

### 6.3.3 Examination and Evaluation

**Pre Exam problem solving sessions, Post exam discussion of Question papers, Assessment and analysis of Exam results.**

### 6.3.4 Research and Development

**Motivation to faculty for paper presentation, Minor/Major Research Projects, M.Phil., Ph.D., Provision for TA/DA to teachers to participate in faculty development programmes. 10 Minor Research Proposals submitted to UGC.**

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

**Advising management to update the infrastructure, Use of internet to download reference materials, Question papers, Reference books. Issue of text books, Internet facilities, Extension of Reading Room. Newly constructed Auditorium**

### 6.3.6 Human Resource Management

- **Motivational lectures given to entire staff by experts.**
- **Encouragement to staff for Faculty Development Programs.**
- **IQAC encourages the faculties to undertake research work.**
- **Healthy working environment**

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 non teaching posts a few teaching posts. However, 07 Adhyapak Sahayaks have been recruited in Dec. 2015.**

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	<b>Govt. Scholarship</b>

6.5 Total corpus fund generated

**642460 /- 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	Visit scheduled on 30 June & 01 July 2016.	KCG sponsored AAA	--	--
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?

**NIL**

6.11 Activities and support from the Alumni Association

**Interaction with Alumni Association through meetings  
Suggestions: (I) To start new programs (ii) Canteen Facility for students**

6.12 Activities and support from the Parent – Teacher Association

**Interactive meetings of PTA where suggestions were given regarding:  
Timely University results  
Installation of CC TV cameras in the campus to avoid unpleasant incidents and surveillance  
Implementation of feedback given by PTA  
Professors provide oral feedback and information about the college to the parents.**

6.13 Development programmes for support staff

—

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

**To inculcate the spirit of eco consciousness in college campus students are motivated for**

**Tree plantation**

**Plastic free campus**

**Litter free campus**

**Energy Saving**

## 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.

- **Daily attendance of students in the classes and its analysis**
- **Emphasis on conceptual clarity in teaching and learning**
- **Continuous evaluation through Internal Exams, Assignments and Class Presentations**
- **Improving functional English through DELL.**
- **Participation of Faculty members in conferences and Seminars**
- **Students' feedback and its analysis**

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

#### **Submission of RAR in Oct. 2015**

**A study tour to Somnath, Dwarka and Diu was organized for students**

**Organized One week Co-operative Training Program for students**

**Managed to provide maximum financial support/Scholarship to the weaker students.**

**03 Faculty members awarded their Ph.D and 10 Minor Research Proposals submitted to UGC**

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

**Furnishing and finishing of Auditorium completed**

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**
- 4) **Motivating students to pool their two wheelers to minimize pollution and save fuel**
- 5) **Motivating students not to make use of vehicles to college if the distance is less**
- 6) **Majority of the Arts faculty students use bus to reach college**

**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**
- **Recently (in December 2015) only 07 teaching posts have been filled and rest of the teaching and non teaching posts are lying vacant. (Class III – 09 & Class IV -06 as per Patrak No. 03)**

#### 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**

*Name: Dr. N P Modi*

*Name: Shri B C Chaudhary*

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

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## Annexure - I

### Academic Calendar – 2015-16

- June - 2015  
15-06-2015 - College Reopens  
15-06-2015 - Counselling and admission process.
- July – 2015
- Induction Meeting for newly admitted Students on 9<sup>th</sup> and 10<sup>th</sup> July.
  - Planning meeting of N.S.S. Volunteers for the current academic year.
  - NCC (ATC) Camp to be organized by NCC Unit.
  - Guruprnima celebration by NSS Units 31<sup>th</sup> July - 2015
  - Formation of student Union and selection of GS 24<sup>th</sup> July - 2015
- August – 2015
- Poetry recitation and singing competition to be organized
  - Gujarat University South Zone and College Sports to be organized
  - Patriotic song competition
  - Independence Day Celebration
- Sept – 2015
- Janmastami Celebration – Matkifod Programme 3<sup>rd</sup> Sept. - 2015
  - Teacher’s Day Celebration 4<sup>th</sup> Sept. - 2015
  - Inter Class kho-kho (Boys) tournament and selection for College football team for tournaments to be organized by Gujarat University South Zone.
  - Study tour to Somnath, Dwarka and Diu ( 14-09-15 to 16-09-15)
  - Hindi day Celebration
  - Youth festival Celebration by Gujarat University on 23-09-2015 and 24-09-2015
- October – 2015
- Painting and clay toy making competition on 13-10-2015
  - Assignment submission and Class Presentation

- Internal Exams to be organized
- ATC Camp of NCC
- November - 2015 - Diwali Vacation (7-11-2015 to 29-11-2015)
- December – 2015 - University Exam to be held.
- January – 2016 - N I Camp of NCC to be organized by NCC Unit.
- NCC tracking camp to be organized.
- N.S.S. Day Celebration
- Republic Day Celebration
- Gujarat University South Zone Athletic Meet.
- Debate and Painting Competition to be organized
- February – 2016 - NSS Camp to be organized (22-02-2015 to 28-2-15)
- Foot-Ball and Volleyball tournaments to be organized by Gujarat University South Zone
- Musical Day to be organized
- Celebration of Annual Day.
- Career Orientation Programmes.
- March – 2016 - Internal Exams
- Assignment submission and Class Presentation
- April – 2016 - University Exams
- Summer Vacation

## **Annexure - II**

### **FEEDBACK ANALYSIS – 2015-16**

#### **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 150as per Commissioner of Higher Education
- b) No appointments since 1998 for vacant teaching and non teaching posts. However, recently in December 2015, 07 Adhyapak Sahayaks have been appointed.
- 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:**

- a) 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. However, recently in December 07 Adhyapak Sahayaks have been appointed.

##### **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. The SC/ST/OBC and Minority students have expressed satisfaction regarding the government scholarship they receive.

##### **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 km. 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.

**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:-**

- b) 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. However, recently in December 2015, 07 Adhyapak Sahayaks have been appointed. Similarly the non teaching staff is also inadequate. At present we have only 02 permanent clerks along with 04 Ad hoc Office Assistants which is insufficient for the college of our size. As per the latest workload sheet we require 09 for Class III and 07 for Class IV staff.

**. Contact Details:-**

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