

ACADEMIC YEAR – 2016-17

The Annual Quality Assurance Report (AQAR) of the IQAC

(June 15, 2016 to April 26, 2017)

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

Mobile:

09427655605

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) **--**

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 (SC-17)/DO/2016/13.2
Dated 16/09/2016

:
1.5 Website address **www.navjivanac.com**

Web-link of the AQAR: **www.navjivanac.com/IQAC/AQAR 2016-17**

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	B	2.18	2016	16- 09-2016 to 15-09-2021
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) **2016-2017**

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 2016-17 29-09-2017 (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)

Shri Govind Guru
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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts ---

2.9 Total No. of members

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

College renovation work completed
AAA visit (June 30 & July 1, 2016)
NAAC Peer Team visit (July 14 to 16, 2016)
API (for Principal's post) computation work
Rubella vaccination program
Career Counselling Program
GK Classes conducted for GPSC preparation
One week Yoga training program
Program on Legal Awareness for women
Program on Environmental Awareness
Voters' Awareness Program
Cleanliness Drive
Digitalization and Cashless Economy training program for students
AIDS Awareness program

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
Preparation for AAA peer team visit Preparation for NAAC peer team visit	AAA peer team visit 30th June & 1st July 2016 NAAC Peer Team visit 14 to 16 July 2016
Program on Legal Awareness for women To organize Rubella vaccination program	Organized program on Legal Awareness for women Rubella vaccination program organized
To organize GK classes for students	Organized GK classes for students (Duration- 60 days Beneficiaries- 200)
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. 04 Faculty members awarded their Ph.Ds (V P Dhundhukia, B C Chaudhary, L P Parmar, Manjeet Bhandari)
To encourage students to participate in curricular and co curricular activities Furnishing and finishing of auditorium	Students actively participated in Gujarat University South Zone Inter College and All India Inter University Tournaments. Furnishing and finishing of Auditorium completed

* 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.

Syllabi of BA /BCom. Semester I & II has changed due to affiliation to Shri Govind Guru University

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
--	06 (Adhyapak Sahahayak)	14	--	01

2.2 No. of permanent faculty with Ph.D.

15

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
--	03	--	--	--	--	--	--	--	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	05
----	----	-----------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	03	02	02
Presented papers	05	22	04
Resource Persons	--	--	--

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

Use of audio visual aids in teaching learning
Oral test before admission to assess subject aptitude of student
Industrial visit, field visit and study tour
Healthy interaction between students and faculty which goes beyond classroom
Group Discussion, Problem based learning practices
Open Book Test
Oral assessment of students on completion of a topic
Continuous evaluation through projects, presentations and quizzes
Use of DELL for imparting Communicative Skills
Lectures on Presentation and Interview Skills
Maximum efforts on improving attendance and exam results
Motivational Lectures organized by the Governing Body especially for the teachers.
Students are motivated to make use of the Library

2.7 Total No. of actual teaching days during this academic year **212 (GU)**

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) **Continuous evaluation through projects, presentations and quizzes**

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop **06** **--** **--**

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)	88	05 5.68%	07 7.95%	26 29.54%	37 42.04%	75 85.22%
B.A. (Gujarati)	190	—	03 1.57%	30 15.78%	89 46.84%	122 64.21%
B.A. (Hindi)	152	—	01 0.65%	16 10.52%	62 40.78%	79 51.97%
B.A. (Economics)	108	—	01 0.92%	26 24.07%	58 53.70%	85 78.70%
B.Com. (A/c)	147	10 6.80%	50 34%	57 38.77%	18 12.24%	135 91.83%
B.Com. (B.M)	26	---	---	16 61.53%	05 19.23%	21 80.76%

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.
- To motivate teaching faculty to include the practical aspect of curriculum in classroom teaching.
- 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 manner.
- The IQAC monitors smooth implementation of the academic calendar.
 - Assignments and Class Presentations are a regular feature and help in monitoring the students' progress.
 - Use 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, staff 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 and assistance. It encourages the teachers to present papers in international, national and state level seminars /conferences and to attend FIPs. 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	02	11	--
Non-Peer Review Journals	--	--	--
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 State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level 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="09"/>	NSS	<input type="text" value="10"/>	Any other <input type="text" value="--"/>

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

- AIDS awareness program
- Program on Yoga
- Rubella vaccination program
- Program on Legal Awareness for Women
- Creating awareness about saving water and environment
- Swachhata Abhiyaan
- Program on Voter Awareness
- Workshop on Digitalization and Cashless Economy
- Programs on Women Empowerment
- Road Safety and Traffic Awareness Drive
- Blood Donation Program
- Paper recycling encouraged
- Health check up of students

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 Hall	--			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:

(2006 onwards)	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1901		19	5133	1920	679320
Reference Books	4431	2612603			4431	2612603
e-Books						
Journals	80	25000	--	--	80	25000
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	50 BISAG CDs					
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 up gradation (Networking, e-Governance etc.)

Internet access provided for teachers, students and office staff

4.6 Amount spent on maintenance in lakhs:

i) ICT	.36046/-
ii) Campus Infrastructure and facilities	1.35875/-
iii) Equipments	--
iv) Others	11.83999/-
Total :	13.55920/-

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:

Information regarding student support services is provided in the Prospectus.

Feedback regarding student support services is regularly obtained from the students

Program on Legal Awareness for students

Committees for different types of students' support system

Remedial classes and pre exam training for various competitive exams

Career guidance and counselling with job assistance

Local level placements

Student mentoring in informal manner

Study material and Question Banks for students

To guide students to procure government scholarship

5.2 Efforts made by the institution for tracking the progression

- **Students encouraged to participate in various educational fairs and conferences and feedback taken there after**
- **Interacting with students and addressing their grievances**
- **E books, e journals and modal question papers are made available**
- **Students given exposure to excursions, study tours and field trips.**
- **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
2706	718	--	--

(b) No. of students outside the state

--

(c) No. of international students

--

	No	%
Men	UG 1491	55.09
	PG 252	35.09

	No	%
Women	UG 1215	44.90
	PG 466	64.90

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
UG-509	64	1850	205	14	2642	UG- 458	53	1951	235	09	2706
PG-111	27	438	157	06	739	PG- 85	30	490	108	05	718

Demand ratio **1:1 (UG)**

Dropout **2.84 % (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	<input type="text" value="--"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="--"/>

5.6 Details of student counselling and career guidance

Existence of Career Counselling and Guidance Cell.

No. of students benefitted

300

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)	Motivating the female students to actively participate in all the activities of the college
iii)	Felicitation of female students on Annual Day for their achievements in curricular and co- curricular activities
iv)	Program on legal awareness
v)	Lecture on empowerment of women
vi)	Program on self defence for girls
vii)	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 **0+119** National level **10** International level **--**

No. of students participated in cultural events

State/ University level **31** National level **--** International level **--**

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

Sports : State/ University level **0+18** National level **--** International level **--**

Cultural: State/ University level **03** 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	1562	7848040
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 University decides the curriculum. Some of our Faculty members have been included in the Board 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. Few teachers follow job oriented teaching. 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. Extra classes conducted to complete the syllabus.

6.3.4 Research and Development

Motivate faculty to write and publish research papers, paper presentations at seminars and conferences, to take up Minor/Major Research Projects, 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 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. College is also connected with N- List.

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 and a few teaching posts.

The recruitment of teaching and non teaching staff is done strictly according to the rules and regulations of Government, UGC and the University.

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

- **Admission as per merit list and guidelines issued by the affiliating University.**
- **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.**

6.4 Welfare schemes for

Teaching	Employees' Cooperative Credit Society
Non teaching	Employees' Cooperative Credit Society
Students	Govt. Scholarship

6.5 Total corpus fund generated

813730 /- 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	YES	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:

- Fire Safety measures**
- ATM installation**
- Private security at entrance and college campus**
- Post office**

6.12 Activities and support from the Parent – Teacher Association

Interactive meetings of PTA where suggestions were given regarding:
Vocational courses- Certificate Courses
Canteen facility
To reduce the overcrowding in the classes
College bus facility
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

Cleanliness drive

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**
- **Study tour and field trips**
- **Remedial coaching**
- **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

- AAA peer team visit 30th June & 1st July 2016
- NAAC Peer Team visit 14 to 16 July 2016
- Organized program on Legal Awareness for women
- Rubella vaccination program organized
- Organized GK classes for students (Duration- 60 days Beneficiaries- 200)
- Managed to provide maximum financial support / Scholarship to the weaker students.
- 04 Faculty members awarded their Ph.Ds (V P Dhundhukia, B C Chaudhary, L P Parmar, Manjeet Bhandari)
- 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**
- **Continuous shortage of teaching and office staff**

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
- 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

_____*_*_*_____

Annexure - I

Academic Calendar – 2016-17

June - 2016	
15-06-2016	- College Reopens
	- Counselling and admission process.
July – 2016	<ul style="list-style-type: none">- Induction Meeting for newly admitted Students on 8th and 9th July.- Planning meeting of N.S.S. Volunteers for the current academic year.- NCC (ATC) Camp to be organized- Guruprnima Celebration- Formation of Students' Union
August – 2016	<ul style="list-style-type: none">- Poetry recitation and singing competition to be organized- Gujarat University South Zone and College Sports to be organized- Patriotic Song Competition- Independence Day Celebration- Essay Writing Competition- Elocution Competition
Sept – 2016	<ul style="list-style-type: none">- Janmastami Celebration- Teachers' Day Celebration- 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 organized- Cleanliness Drive- Expert Lecture on Health Issues- Hindi Day Celebration- University Youth festival Celebration- Program on "Shramdaan" at Chausala village

October – 2016	<ul style="list-style-type: none"> - Painting & Poster Making Competition - Assignment Submission and Class Presentation - Internal Exams to be organized - ATC Camp of NCC
November - 2016	<ul style="list-style-type: none"> - Diwali Vacation
December – 2016	<ul style="list-style-type: none"> - University Exam to be held. - Seminar on Digital Banking & Cashless Payment
January – 2017	<ul style="list-style-type: none"> - N.S.S. Day Celebration - Republic Day Celebration - Gujarat University South Zone Athletic Meet. - Debate to be organized - Quiz Competition - Road Safety Week Celebration - Swami Vivekanand Jayanti Celebration - Program on National Voters' Day - Program on Career Guidance and Motivation
February – 2017	<ul style="list-style-type: none"> - 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 – 2017	<ul style="list-style-type: none"> - Internal Exams - Assignment submission and Class Presentation - Annual NSS Camp
April – 2017	<ul style="list-style-type: none"> - University Exams - Summer Vacation

Annexure - II

FEEDBACK ANALYSIS – 2016-17

	Analysis of Students' Feedback
	<p>Teaching Environment:</p> <p>The majority of the U.G. students found the teaching environment to be satisfactory.</p> <p>Teaching environment suffers due to</p> <ol style="list-style-type: none">Sanctioned strength per division is 156 as per Commissioner of Higher EducationIn spite of recruitments in Dec. 2015 there is still a shortage of teaching faculty and Office staff.Inexperienced Ad hoc teaching staffMajority of students in Arts faculty are first generation learnersCommerce students are more inclined towards family business and are therefore less ambitious.
	<p>Quality of Infrastructure:</p> <p>The students found the quality of the infrastructure to be quite good in comparison to the other colleges of the district. As the strength of the college has crossed 3800 mark and that of the two Distance Learning Centres is more than 3000 the infrastructure of the college seems inadequate. For instance shortage of parking area, overcrowded classrooms, Boys' and Girls' Common rooms, administrative wing etc.</p>
	<p>Faculty Support and its Quality:</p> <p>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.</p> <p>The faculty makes use of PPTs, group discussions, internet, and course wise online groups to disseminate knowledge. Career and personal counselling is also given to the students.</p>
	<p>Fee structure:</p> <p>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. 620 to 1770 (UG) and Rs. 1440 to 3870 (PG) per annum.</p> <p>The SC/ST/OBC and Minority students have expressed satisfaction regarding the government scholarship they receive.</p>

Library Support:

The students get text books, reference books and modal question papers in addition to the study material given by the faculty members hence they are satisfied with the support that they receive from the library. The reading room is also appreciated by the students.

Annexure – III

(7.3) Two Best Practices of the Institution

1. Title of the Practice:-

RUBELLA VACCINATION FOR FEMALE STUDENTS

2. Goal :

The college aims to provide Rubella vaccination to the female students of the college.

3. The Context:-

The above practice safeguards them from Rubella a contagious, generally mild viral infection that occurs most often in children and young adults. In pregnant women it may cause foetal death or congenital defects known as congenital rubella syndrome (CRS).

There is no specific treatment for rubella but the disease is preventable by vaccination. The rubella virus is transmitted by airborne droplets when infected people sneeze or cough.

Humans are the only known hosts. When a woman is infected with the rubella virus early in pregnancy, she has a 90% chance of passing the virus on to her foetus. This can cause miscarriage, stillbirth or severe birth defects.

The Practice:

Every year the first year female students are administered Rubella vaccine. A single dose gives more than 95% long-lasting immunity, which is similar to that induced by natural infection. The vaccine is effective for 15- 20 years.

4. Evidence of Success.

This vaccination protects them from the virus to a large extent and helps them to lead a healthy life particularly during the first trimester of their pregnancy.

5. Problems encountered and resources required.

Some of the students hesitate to get themselves vaccinated so they are properly counselled and convinced and thus this problem is resolved. Sometimes mild adverse reactions of the vaccination are also evidenced like pain and redness at the injection site, low grade fever, rash etc.

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 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:-

In spite of recruitments in Dec. 2015 there is still a shortage of teaching faculty and office Staff. 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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