

**ACADEMIC YEAR – 2017-18**  
**The Annual Quality Assurance Report (AQAR) of the IQAC**  
(June 15, 2017 to April 26, 2018)

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	<b>Navjivan Arts &amp; Commerce College, Dahod</b>
1.2 Address Line 1	<b>Jhalod Road</b>
Address Line 2	<b>Dahod</b>
City/Town	<b>Dahod</b>
State	<b>Gujarat</b>
Pin Code	<b>389151</b>
Institution e-mail address	<b>nacc_dahod@rediffmail.com</b>
Contact Nos.	<b>02673 - 250039</b>
Name of the Head of the Institution:	<b>Dr. B C Chaudhary</b>
Tel. No. with STD Code:	<b>02673 - 250040</b>
Mobile:	<b>09427655605</b>

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. MHC0GN 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](http://www.navjivanac.com/IQAC/AQAR) 2017-18

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

2017-18

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)

ii. AQAR 2017-18

29-09-2018

### 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	<input type="text" value="--"/>	UGC-CPE	<input type="text" value="--"/>
DST Star Scheme	<input type="text" value="--"/>	UGC-CE	<input type="text" value="--"/>
UGC-Special Assistance Programme	<input type="text" value="--"/>	DST-FIST	<input type="text" value="--"/>
UGC-Innovative PG programmes	<input type="text" value="--"/>	Any other ( <i>Specify</i> )	<input type="text" value="--"/>
UGC-COP Programmes	<input type="text" value="--"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts ---	<input type="text" value="--"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<b>02</b>
2.11 No. of meetings with various stakeholders:	
No.	<input type="text" value="--"/>
Faculty	<input type="text" value="01"/>
Non-Teaching Staff	<input type="text" value="--"/>
Students	<input type="text" value="--"/>
Alumni	<input type="text" value="--"/>
Others	<input type="text" value="01"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text" value="-"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="--"/>

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

Active participation in State level Education Fair 14<sup>th</sup> to 16<sup>th</sup> June 2017  
Maximum number of SC/ST/OBC and women in the college admission  
API (for Principal's post) computation work  
Rubella vaccination program  
Began PG in History and Psychology (Self Finance)  
Career Counselling Program (Dr. Pravin Darji's Lecture)  
GK Classes conducted for GPSC preparation  
One week Yoga training program  
Program on Legal Awareness for women  
Program on Environmental Awareness (Benefits of Herbs and Medicinal plants)  
Voters' Awareness Program  
Cleanliness Drive  
Lecture on Save and Educate the Girl Child as well as Removal of Blind Beliefs  
Governing Body advised to provide the facilities of Canteen and Gym

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 encourage participation of teachers in syllabus framing	Faculty members have participated actively in syllabus framing
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 To begin new courses	Organized GK classes for students (Duration- 60 days Beneficiaries- 200)  Began PG in History and Psychology
To continuously uplift the weaker students.  Remedial coaching for weak/slow learners	Managed to provide maximum financial support / Scholarship to the weaker students.  Organized Remedial Coaching for weak/slow learners
To encourage students to participate in curricular and co curricular activities  Fulfilling social responsibility Minimizing Environmental Degradation	Students actively participated in Gujarat University South Zone Inter College and All India Inter University Tournaments.  Books and Clothes Donation Camp Policy to limit on Campus construction Optimization of existing infrastructure Decreased use of paper and plastic Paper recycling drive

\* 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>05</b>	--	02 (History & Psy.)	--
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 – 05+02 =07</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.

Syllabi of BA /BCom. Semester III & IV has changed due to affiliation to Shri Govind Guru University. Revision of syllabi is carried out at University level.

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

PG in History and Psychology (Self Finance)

--
----

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
--	<b>07(Adhyapak Sahayak)</b>	<b>13</b>	--	

2.2 No. of permanent faculty with Ph.D.

<b>15</b>
-----------

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>03</b>	--	--	--	--	--	--	--	<b>03</b>

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	<b>05</b>
----	----	-----------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	<b>02</b>	<b>03</b>	<b>02</b>
Presented papers	<b>02</b>	<b>05</b>	<b>02</b>
Resource Persons	--	--	<b>02</b>



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
- 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
- Wi-Fi enabled campus

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

**212+03=215 (GU)(as the college reopened on 12<sup>th</sup> June 2018)**

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

**80%**

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)	<b>43</b>	<b>01</b> <b>2.32%</b>	<b>04</b> <b>9.30%</b>	<b>18</b> <b>41.86%</b>	<b>12</b> <b>27.09%</b>	<b>35</b> <b>81.39%</b>
B.A. (Gujarati)	<b>188</b>	—	<b>08</b> <b>4.25%</b>	<b>82</b> <b>43.61%</b>	<b>70</b> <b>37.23%</b>	<b>160</b> <b>85.10%</b>
B.A. (Hindi)	<b>165</b>	—	—	<b>23</b> <b>13.94%</b>	<b>91</b> <b>55.15%</b>	<b>114</b> <b>69.09%</b>
B.A. (Economics)	<b>97</b>	<b>01</b> <b>1.03%</b>	<b>09</b> <b>9.28%</b>	<b>49</b> <b>50.51%</b>	<b>30</b> <b>30.92%</b>	<b>89</b> <b>91.75%</b>
B.Com. (A/c)	<b>136</b>	<b>24</b> <b>17.64%</b>	<b>65</b> <b>47.79%</b>	<b>37</b> <b>27.20%</b>	<b>07</b> <b>5.14%</b>	<b>133</b> <b>97.79%</b>
B.Com. (B.M)	<b>21</b>	---	<b>01</b> <b>4.76%</b>	<b>18</b> <b>85.71%</b>	<b>01</b> <b>4.76%</b>	<b>20</b> <b>95.24%</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.
- 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.
- Regular monitoring of attendance
- 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	01
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	01
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
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 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	--	--	01
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

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  College forum  (CWDC)  
NCC  NSS  Any other

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

- 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
- Programs on Save the Girl Child and Removal of Blind Beliefs
- Programs on Women Empowerment

- Road Safety and Traffic Awareness Drive
- Clothes Donation Program
- Paper recycling encouraged
- Health check up of students
- Organized various competitions like Rangoli, Mehendi, Cooking, Salad Garnishing, Best out of Waste, Hair Styling and Makeup

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

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) (2009-10 Onwards)  Rs 4148847/-(UGC XI plan onwards) 254 Equipment	6680211	<b>Rs 6,51,000/-</b> <b>(Governing Body)</b>	<b>UGC &amp; Governing Body</b>	-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

- |   |
|---|
| <ul style="list-style-type: none"> <li>- <b>Admission fees, Accounts, Scholarship, Result etc. functions are computer enabled. Library books are managed on soul software.</b></li> <li>- <b>Books in Data Entry ( Soul Software )</b></li> </ul> |
|---|

#### 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	230	352403	4661	2965006
e-Books						
Journals	75	25000	--	--	75	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	<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, students and office staff**

4.6 Amount spent on maintenance in lakhs:

i) ICT	.12970/-
ii) Campus Infrastructure and facilities	<b>.33996/-</b>
iii) Equipments	--
iv) Others	<b>7.72185/-</b>
<b>Total :</b>	<b>8.19151/-</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:**  
**Information regarding student support services is provided in the Prospectus.**  
**Updates on Notice Boards and College website to ensure active participation of students in various activities**  
**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**  
**To promote students to make the best use of library services**  
**To encourage students 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**

**The IQAC tries to encourage students to procure government scholarship, promotes them to make the best use of library services, encourages them to prepare for public service exams and in the same context informs them about the various study materials available.**

#### 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 model 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**
- **Efforts are also made to track the progression of the students through Student Council and different Committees**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
<b>2791</b>	<b>698</b>	--	--

(b) No. of students outside the state

--
----

(c) No. of international students

--
----

Men		No	%	Women		No	%
	<b>UG</b>	<b>1553</b>	<b>55.64</b>		<b>UG</b>	<b>1238</b>	<b>44.36</b>
	<b>PG</b>	<b>242</b>	<b>34.67</b>		<b>PG</b>	<b>456</b>	<b>65.33</b>

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>UG-458</b>	<b>53</b>	<b>1951</b>	<b>235</b>	<b>09</b>	<b>2706</b>	<b>UG- 422</b>	<b>56</b>	<b>2044</b>	<b>256</b>	<b>13</b>	<b>2775</b>
<b>PG-85</b>	<b>30</b>	<b>490</b>	<b>108</b>	<b>05</b>	<b>718</b>	<b>PG- 97</b>	<b>20</b>	<b>499</b>	<b>78</b>	<b>04</b>	<b>678</b>

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

Dropout **2.61 % (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.**  
**Guest Lectures on Career Counselling**  
**Efforts made by the teachers at Departmental Level**

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)	<b>Creating gender friendly environment.</b>
ii)	<b>Motivating the female students to actively participate in all the activities of the college</b>
iii)	<b>Felicitation of female students on Annual Day for their achievements in curricular and co- curricular activities</b>
iv)	<b>Program on legal awareness</b>
v)	<b>Lecture on empowerment of women</b>
vi)	<b>Poster making on Gender Sensitization</b>
vii)	<b>Program on self defence for girls</b>
viii)	<b>Healthy working environment for women.</b>

5.9 Students Activities

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

State/ University level	<b>01+23</b>	National level	<b>01</b>	International level	<b>--</b>
-------------------------	--------------	----------------	-----------	---------------------	-----------

No. of students participated in cultural events

State/ University level	<b>27</b>	National level	<b>--</b>	International level	<b>--</b>
-------------------------	-----------	----------------	-----------	---------------------	-----------

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

Sports : State/ University level	<b>01+0</b>	National level	<b>--</b>	International level	<b>--</b>
----------------------------------	-------------	----------------	-----------	---------------------	-----------

Cultural: State/ University level	<b>01</b>	National level	<b>--</b>	International level	<b>--</b>
-----------------------------------	-----------	----------------	-----------	---------------------	-----------

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government SC/ST/OBC Scholarships	<b>1787</b>	<b>8242600/-</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 uplift our tribal and weaker section of students.

#### **MISSION**

- Our mission is to provide value based education.
- To motivate them for social services.
- To introduce employability skills.

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.**

**Learning beyond curriculum  
Healthy interaction between students and Faculty  
Highly qualified and dedicated faculty  
Remedial classes for weak/ slow learners  
Well equipped library**

**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.**  
**Continuous evaluation through Assignments, Projects and Seminars**  
**Transparency in Evaluation Process**

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. College is also connected with N-List. Separate office for all the Departmental Heads. Indoor and Outdoor Games and Sports facility and equipment.**

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	<b>Employees' Cooperative Credit Society</b>
Non teaching	<b>Employees' Cooperative Credit Society</b>
Students	<b>Govt. Scholarship</b>

6.5 Total corpus fund generated

**1008130 /- 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.

Govt. Account Audit

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:**

**To start a Gym**

**Installation of solar lights**

**Begin self finance courses at UG and PG level**

**Begin Competitive Exam classes**

6.12 Activities and support from the Parent – Teacher Association

**Interactive meetings of PTA where suggestions were given regarding:**

**Reprographic facility**

**Hostel facility for boys**

**Financial aid to meritorious students from economically weaker section**

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**

**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.

- **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

- Introduced new PG Programs in History and Psychology
- Organized program on Legal Awareness for women
- Rubella vaccination program organized
- Program on Career Counselling
- Organized GK classes for students (Duration- 60 days Beneficiaries- 200)
- Managed to provide maximum financial support / Scholarship to the weaker students.
- Students actively participated in Shri Govind Guru University, Gujarat University South Zone Inter College and All India Inter University Tournaments.

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
- Maximum admission to SC/ST/OBC/Female 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
- To strengthen functioning of IQAC
- To Commence technology based job oriented courses
- Additional courses/ Certificate courses to be offered for skill development
- To strengthen Career Counselling and Extension activities

Name: Dr. N P Modi

Name: Shri B C Chaudhary

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

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

\_\_\_\_\_  
\*\*\*  
\_\_\_\_\_

## Annexure - I

### Academic Calendar – 2017-18

June - 2017	
12-06-2017	- College Reopens
	- Counselling and admission process. - Celebration of International Yoga Day
July – 2017	- Induction Meeting for newly admitted Students - Parent Teachers Meeting - 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 – 2017	- Poetry recitation and singing competition to be organized - Tree plantation - Gujarat University South Zone and College Sports to be organized (Chess tournament, Table Tennis, Cross Country running) - Selection and preparation for University Youth Festival - Patriotic Song Competition - Independence Day Celebration - Essay and Painting Competition - Elocution Competition - Janmastami Celebration -
Sept – 2017	- 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 and SGG University - Participation in University Youth Festival - Study tour to be organized - Expert Lecture on Career Counselling - Hindi Day Celebration

October – 2017	<ul style="list-style-type: none"> <li>- Painting &amp; Poster Making Competition</li> <li>- Assignment Submission and Class Presentation</li> <li>- Internal Exams to be organized</li> <li>- ATC Camp of NCC</li> <li>- Debate Competition</li> <li>- Cleanliness Drive</li> <li>- Diwali Vacation</li> </ul>
November - 2017	<ul style="list-style-type: none"> <li>- University Exam to be held.</li> </ul>
December – 2017	<ul style="list-style-type: none"> <li>- University Exam</li> <li>- Academic session to begin</li> <li>- Programs on Removal of Blind Beliefs and Save the Girl Child</li> </ul>
January – 2018	<ul style="list-style-type: none"> <li>- N.S.S. Day Celebration</li> <li>- Republic Day Celebration</li> <li>- ATC Camp NCC</li> <li>- Gujarat University South Zone Athletic Meet.</li> <li>- Essay and Elocution Competition on Vivekanand Jayanti</li> <li>- Debate and Painting Competition</li> <li>- Environment Day Celebration</li> <li>- Voters' Awareness Campaign</li> <li>- Martyrs' Day</li> </ul>
February – 2018	<ul style="list-style-type: none"> <li>- NSS Annual Camp</li> <li>- Visit to Blind School</li> <li>- Musical Day to be organized</li> <li>- Celebration of Annual Day.</li> <li>- Career Orientation Programmes.</li> </ul>
March – 2018	<ul style="list-style-type: none"> <li>- Internal Exams</li> <li>- Assignment submission and Class Presentation</li> </ul>
April – 2018	<ul style="list-style-type: none"> <li>- University Exams</li> <li>- Summer Vacation</li> </ul>

## Annexure - II

### FEEDBACK ANALYSIS – 2017-18

	<b>Analysis of Students' Feedback</b>
	<p><b>Teaching Environment:</b> The majority of the U.G. students found the teaching environment and quality of teaching up to the mark. Teaching environment suffers due to over- crowded classes, shortage of teaching faculty, Inexperienced Ad hoc faculty, majority students being first generation learners, particularly in Humanities.</p>
	<p><b>Quality of Infrastructure:</b> The students found the quality of the infrastructure to be satisfactory. But expressed dissatisfaction towards shortage of parking area, overcrowded classrooms, Boys' and Girls' Common rooms, severely undermanned administrative wing etc.</p>
	<p><b>Faculty Support and its Quality:</b> 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 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><b>Fee structure:</b> The students are quite happy with the fee structure as this is a grant in aid college where the students are charged minimum fees The SC/ST/OBC and Minority students have expressed satisfaction regarding the government scholarship they receive.</p>
	<p><b>Library Support:</b> The students get text books, reference books and model 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.</p>

## **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.

**. Contact Details:-**

Name of the Principal: **Dr. B C Chaudhary (Offctg.principal)**

Name of the Institution: **Navjivan Arts & Commerce College, Dahod**

City: **Dahod**

Pin Code: **389151**

Work Phone: **02673 – 250039/40**

Email Id: **nacc\_dahod@rediffmail.com**

Mobile: **9427655605**