

**ACADEMIC YEAR – 2013-14**  
**The Annual Quality Assurance Report (AQAR) of the IQAC**  
(June 15, 2013 to April 26, 2014)

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

**Part – A**

**I. Details of the Institution**

1.1 Name of the Institution

**Navjivan Arts & Commerce College, Dahod**

1.2 Address Line 1

**Jhalod Road**

Address Line 2

**Dahod**

City/Town

**Dahod**

State

**Gujarat**

Pin Code

**389151**

Institution e-mail address

**nacc\_dahod@rediffmail.com**

Contact Nos.

**02673 - 250039**

Name of the Head of the Institution:

**Shri Kanhaiyalal Shah**

Tel. No. with STD Code:

**02673 - 250040**

**09427222552/09428514700**

Mobile:

Name of the IQAC Co-ordinator:

Prof. K.H. Elavia

Mobile:

09879249008

IQAC e-mail address:

nacc\_dahod@rediffmail.com

1.3 NAAC Track ID (For ex. MHC0GN 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:

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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<br>to<br>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)

2013-2014

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

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

1.10 Institutional Status

|  |       |                                     |         |                          |        |                          |         |                          |
|--|-------|-------------------------------------|---------|--------------------------|--------|--------------------------|---------|--------------------------|
| University                             | State | <input type="checkbox"/>            | Central | <input type="checkbox"/> | Deemed | <input type="checkbox"/> | Private | <input type="checkbox"/> |
| Affiliated College                     | Yes   | <input checked="" type="checkbox"/> | No      | <input type="checkbox"/> |        |                          |         |                          |
| Constituent College                    | Yes   | <input type="checkbox"/>            | No      | <input type="checkbox"/> |        |                          |         |                          |
| Autonomous college of UGC              | Yes   | <input type="checkbox"/>            | No      | <input type="checkbox"/> |        |                          |         |                          |
| Regulatory Agency approved Institution | Yes   | <input type="checkbox"/>            | No      | <input type="checkbox"/> |        |                          |         |                          |

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

|                     |                               |                                     |                        |                                     |         |                                     |
|---------------------|-------------------------------|-------------------------------------|------------------------|-------------------------------------|---------|-------------------------------------|
| Type of Institution | Co-education                  | <input checked="" type="checkbox"/> | Men                    | <input type="checkbox"/>            | Women   | <input type="checkbox"/>            |
|                     | Urban                         | <input type="checkbox"/>            | Rural                  | <input type="checkbox"/>            | Tribal  | <input checked="" type="checkbox"/> |
| Financial Status    | Grant-in-aid                  | <input checked="" type="checkbox"/> | UGC 2(f)               | <input checked="" type="checkbox"/> | UGC 12B | <input checked="" type="checkbox"/> |
|                     | Grant-in-aid + Self Financing | <input type="checkbox"/>            | Totally Self-financing | <input type="checkbox"/>            |         |                                     |

1.11 Type of Faculty/Programme

|                  |                                     |             |                          |                |                                     |            |                          |                |                          |
|------------------|-------------------------------------|-------------|--------------------------|----------------|-------------------------------------|------------|--------------------------|----------------|--------------------------|
| Arts             | <input checked="" type="checkbox"/> | Science     | <input type="checkbox"/> | Commerce       | <input checked="" type="checkbox"/> | Law        | <input type="checkbox"/> | PEI (Phys Edu) | <input type="checkbox"/> |
| TEI (Edu)        | <input type="checkbox"/>            | Engineering | <input type="checkbox"/> | Health Science | <input type="checkbox"/>            | Management | <input type="checkbox"/> |                |                          |
| Others (Specify) | <input type="text" value="--"/>     |             |                          |                |                                     |            |                          |                |                          |

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

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  | <input type="text" value="08"/> |
| 2.2 No. of Administrative/Technical staff                          | <input type="text" value="02"/> |
| 2.3 No. of students  | <input type="text" value="02"/> |
| 2.4 No. of Management representatives                              | <input type="text" value="01"/> |
| 2.5 No. of Alumni  | <input type="text" value="02"/> |
| 2. 6 No. of any other stakeholder and<br>community representatives | <input type="text" value="02"/> |
| 2.7 No. of Employers/ Industrialists                               | <input type="text" value="02"/> |
| 2.8 No. of other External Experts ---                              | <input type="text" value="02"/> |
| 2.9 Total No. of members   | <input type="text" value="21"/> |

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

**03 Lakhs**

Recd.on March 22, 2014

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

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2.14 Significant Activities and contributions made by IQAC

Inclusion of SC/ST/OBC and women in the college admission.  
Providing remedial teaching to weaker students  
Maximum efforts on improving attendance and exam results

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  |
|--|---|
| <b>To avail maximum benefits of UGC Schemes.</b>   | <b>Utilized UGC Schemes relevant to our College.</b>                                      |
| <b>To improve the infrastructure.</b>              | <b>New entrance gate, 02 computers.</b>   |
| <b>To continuously uplift the weaker students.</b> | <b>Managed to Provide maximum financial support / Scholarship to the weaker students.</b> |
| <b>To carry out extension activities</b>           | <b>NSS conducted environment &amp; voting awareness</b>                                   |

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

2.15 Whether the AQAR was placed in statutory body Yes ☒ No

Management ☒ Syndicate  Any other body

Provide the details of the action taken

- The college utilizes the UGC scheme in the best possible manner
- Extension work undertaken by NCC and CWDC
- Faculties have published articles with ISSN in reputed journals
- Sanskrit Gaurav exam held
- One week Cooperative training program organized
- College conducted Gujarat public service exams and all faculties actively got involved and managed the exams
- NSS conducted environment & voting awareness camp & adopted a village

## **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>                     | --   | --                                  | --   |
| PG 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.

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

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

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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others    |
|-------|------------------|----------------------|------------|-----------|
| --    | --               | <b>15</b>            | --         | <b>01</b> |

2.2 No. of permanent faculty with Ph.D.

**06**

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

| Asst. Professors |           | Associate Professors |    | Professors |    | Others    |    | Total     |           |
|------------------|-----------|----------------------|----|------------|----|-----------|----|-----------|-----------|
| R                | V         | R                    | V  | R          | V  | R         | V  | R         | V         |
| --               | <b>09</b> | <b>15</b>            | -- | --         | -- | <b>01</b> | -- | <b>16</b> | <b>09</b> |

2.4 No. of Guest and Visiting faculty and Temporary faculty

|    |    |           |
|----|----|-----------|
| -- | -- | <b>08</b> |
|----|----|-----------|

2.5 Faculty participation in conferences and symposia:

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

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

Oral assessment of students on completion of a topic; oral test before admission to assess subject aptitude of students; use of PPT in teaching learning.

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)

**01(CC TV cameras)**

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

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2.10 Average percentage of attendance of students

**75%**

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme<br>(Final Year) | Total no. of students appeared | Division      |              |              |              |              |
|--|--------------------------------|---------------|--------------|--------------|--------------|--------------|
|  |                                | Distinction % | I %          | II %         | III %        | Pass %       |
| B.A. (English)                         | <b>112</b>                     | --            | <b>5.36</b>  | <b>33.04</b> | <b>40.18</b> | <b>89.29</b> |
| B.A. (Gujarati)                        | <b>183</b>                     | --            | <b>1.64</b>  | <b>24.59</b> | <b>31.69</b> | <b>78.69</b> |
| B.A. (Hindi)                           | <b>100</b>                     | --            | <b>1.00</b>  | <b>24.00</b> | <b>30.00</b> | <b>78.00</b> |
| B.A. (Economics)                       | <b>89</b>                      | --            | <b>2.25</b>  | <b>20.22</b> | <b>29.21</b> | <b>76.40</b> |
| B.Com. (A/c)                           | <b>152</b>                     | <b>3.29</b>   | <b>22.37</b> | <b>37.50</b> | <b>21.05</b> | <b>92.11</b> |
| B.Com. (B.M)                           | <b>46</b>                      | --            | <b>2.17</b>  | <b>30.43</b> | <b>33.27</b> | <b>82.61</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 manner, has resulted in better performance.**
- **Regular interaction of IQAC with governing body and students.**
- **Evaluation of feedback and its analysis and further action.**

**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.       | --                                  |
| 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>03</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. IQAC encourage the teachers to present papers in international, national and state level seminars and conference. IQAC also stimulate the teachers to for paper publication and book writing.

#### 3.2 Details regarding major projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              | --        | --      | --         | <b>01</b> |
| Outlay in Rs. Lakhs | --        | --      | --         | --        |

#### 3.3 Details regarding minor projects

|                     | Completed       | Ongoing | Sanctioned | Submitted |
|---------------------|-----------------|---------|------------|-----------|
| Number              | <b>01</b>       | --      | --         | <b>01</b> |
| Outlay in Rs. Lakhs | <b>75,000/-</b> | --      | --         | --        |

#### 3.4 Details on research publications

|                          | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals     | <b>01</b>     |          |        |
| Non-Peer Review Journals | <b>05</b>     |          | 01     |
| 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   | <b>2011-13</b> | <b>UGC</b>                 | <b>75,000/-</b>        | <b>60,000/-</b> |
| Interdisciplinary Projects   | --             | --                         | --                     | --              |
| Industry sponsored   | --             | --                         | --                     | --              |
| Projects sponsored by the University/ College                                  | --             | --                         | --                     | --              |
| Students research projects<br><i>(other than compulsory by the University)</i> | --             | --                         | --                     | --              |
| Any other(Specify)   | --             | --                         | --                     | --              |
| Total  | --             | --                         | <b>75,000</b>          | <b>60,000</b>   |

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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. **NIL**

| 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**

**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

**04**

State level

--

National level

--

International level

--

3.22 No. of students participated in NCC events:

University level

--

State level

**35**

National level

**07**

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 | -- |
| NCC              | -- | NSS           | 04 |
|                  |    | Any other     | -- |

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

- Removal of blind beliefs through awareness programs
- Creating awareness about yoga

## 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 Halls   | --           | --            | --             | --                  |
| No. of important equipments purchased (≥ 1.0 lakh) during the current year. | -            | <b>56700</b>  | <b>UGC</b>     | <b>56700</b>        |
| 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> |       | <b>121</b>  | <b>199403</b> |       |       |
| Reference Books  |              |       | <b>551</b>  |               |       |       |
| e-Books          |              |       |             |               |       |       |
| Journals         |              |       |             |               |       |       |
| e-Journals       |              |       |             |               |       |       |
| Digital Database |              |       |             |               |       |       |
| CD & Video       | <b>18</b>    |       |             |               |       |       |
| 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 upgradation (Networking, e-Governance etc.)

**Internet access provided for teachers and students**

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

|  |                |
|--|----------------|
| i) ICT                                   | <b>.65121</b>  |
| ii) Campus Infrastructure and facilities | --             |
| iii) Equipments                          | --             |
| iv) Others                               | <b>4.54586</b> |
| <b>Total :</b>                           | <b>5.19707</b> |

## Criterion – V

### 5. Student Support and Progression

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

**Efficient dissemination of information about the working functions and meeting of IQAC in context of student support Services.**

**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

- **Suggestion box for complaints and suggestion**
- **Interacting with students and addressing their grievances**
- **Procuring students feedback and conducting the follow up work.**

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

| UG          | PG         | Ph. D. | Others |
|-------------|------------|--------|--------|
| <b>2491</b> | <b>553</b> | --     | --     |

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

|    |
|----|
| -- |
|----|

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

|    |
|----|
| -- |
|----|

| Men |    | No          | %            | Women |    | No          | %            |
|-----|----|-------------|--------------|-------|----|-------------|--------------|
|     | UG | <b>1486</b> | <b>59.65</b> |       | UG | <b>1005</b> | <b>40.35</b> |
|     | PG | <b>202</b>  | <b>36.53</b> |       | PG | <b>351</b>  | <b>63.47</b> |
|     |    |             |              |       |    |             |              |

**UG-652 82 1397 2371 568 80 1613 311 18 2491**  
**PG-166 10 245 105 526 170 11 297 73 102 553**

Demand ratio **3:2** Dropout % **10 %**

#### 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

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

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

5.8 Details of gender sensitization programmes

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

5.9 Students Activities

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

|                         |                                 |                |                                 |                     |                                 |
|-------------------------|---------------------------------|----------------|---------------------------------|---------------------|---------------------------------|
| State/ University level | <input type="text" value="16"/> | National level | <input type="text" value="02"/> | International level | <input type="text" value="--"/> |
|-------------------------|---------------------------------|----------------|---------------------------------|---------------------|---------------------------------|

No. of students participated in cultural events

|                         |                                 |                |                                 |                     |                                 |
|-------------------------|---------------------------------|----------------|---------------------------------|---------------------|---------------------------------|
| State/ University level | <input type="text" value="03"/> | National level | <input type="text" value="--"/> | International level | <input type="text" value="--"/> |
|-------------------------|---------------------------------|----------------|---------------------------------|---------------------|---------------------------------|

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

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



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>1431</b>        | <b>68,04295</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: --

## 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, Scholarship, Result etc. functions are computer enabled. Library books are managed on soul software.**

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

6.3.1 Curriculum Development

**Preparation of teaching calendar, Time-table, Study tours, Translation of curriculum, Motivation to teachers to participate in seminars, Training Programme etc.**

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

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

6.3.6 Human Resource Management

- Motivational lectures given to entire staff by experts.
- Encouragement by governing body to staff in procuring subject related training.

### 6.3.7 Faculty and Staff recruitment

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

### 6.3.8 Industry Interaction / Collaboration

**NIL**

### 6.3.9 Admission of Students

- **Admission as per merit list.**
- **Full Utilization of SC/ST quota in giving admission to SC/ST students.**
- **Admission 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

**3 lakhs UGC funds for IQAC**  
**4.30574 lakhs fees collected and maintenance grant from CHE**

### 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   | --       | --     | --       | --        |

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.**

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

- i)      Autonomy to the extent of allowing 30% weightage of internal exam is managed by the college.**
- ii)      College is conducting all university exams in its premises.**
- iii)      Professors are acting as paper-setter, examiners, University observers and university exam conductors.**

6.11 Activities and support from the Alumni Association

**Activities – Guidance and practical involvement of students in cultural Programmes**  
**Support – Positive feedback about (i) Curriculum (ii) New Programme (iii) Result improvement (iv) Vertical Progressions etc. given by Alumni Association.**

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

**Computer training relevant to College administrative work**

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

- 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.

- **Emphasis on conceptual clarity in teaching and learning**
- **Continuous evaluation**
- **Morning prayers, Thought of the day.**
- **Improving functional English through DELL.**

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

**Utilized UGC Schemes relevant to our College (Remedial coaching, books, equipment)**

**Addition in college infrastructure (New entrance gate)**

**Managed to provide maximum government scholarship to the weaker students.**

**NSS conducted environment awareness camp at Ratanmahal and voting awareness campaign**

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) Environment awareness camp at Ratanmahal**

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

**The college wishes to state that when the student strength was around 1500 in the year 1995 the teaching staff was around 40 whereas in 2013-14, we have 3044 students and teaching staff is 16 including a part timer and librarian. The student teacher ratio has drastically changed. The Higher Education Department of govt. of Gujarat has not filled vacant posts since 1998, as this is a grant-in-aid college. The above facts should be taken into consideration by the peer team on its visit.**

8

- **To continue remedial teaching for weaker students.**
- **To continue the initiative to keep the campus eco-friendly.**
- **Motivating teaching faculty to write research paper, articles, books etc.**
- **Motivating teaching faculty to take up Major/Minor Research Projects**
- **To improve attendance and exam results**

*Name: Kerman Homi Elavia*

*Name : Kanubhai Shah*

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

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

\_\_\_\_\_\*\_\*\_\*\_\_\_\_\_  
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## **Annexure - I**

### **Academic Calendar – 2013-14**

|                    |  |
|--------------------|--|
| <b>June - 2013</b> |  |
|--------------------|--|

|                                |   |
|--------------------------------|---|
| 15-06-2013                     | College Reopens   |
| <b>July - 2013</b>             |   |
| 14-07-2013                     | Induction Meeting for newly admitted Students.  |
| 20-07-2013                     | Planning Meeting of N.S.S. Volunteers for the current academic Year.  |
| 22-7 -2013                     | 'Guru Purnima Day' Celebration  |
| to                             | Youth Cooperative Training Program to be Organized by Panchamahar District  |
| 27-7-2013                      | Cooperative Union   |
| <b>Aug. 2013</b>               |   |
| 15-08-2013                     | Independence Day Celebration  |
| 17-08-2013                     | Tree plantation week to be jointly organised by NSS & CWDC.   |
| 19-08-2013                     | Rakshabandhan Celebration by NSS Volunteers.  |
| 30-08-2013                     | Janmashtami Celebration   |
| 30-8 2013 to<br>31-8-2013      | Participation in Chess competition for boys and girls to be organized<br>at K R Desai Arts & Commerce College ,<br>Jhalod |
| <b>Sept – 2013</b>             |   |
| 05-09-2013                     | Teachers' Day Celebration   |
| 07-09-2013                     | Participation in Football competition at Gandhinagar to be organized by Samarpan<br>College                               |
| 10-09-2013                     | Formation of Students' Union  |
| 11-09-2013                     | Bharat Jago Marathon Run 115 NSS Volunteers to be conducted.  |
| 16-09-2013                     | Hindi Day Celebration   |
| 27-09-2013 to<br>08-10 -2013   | ATC National Level Camp of NCC at Delhi   |
| <b>Oct.2013</b>                |   |
| 05-10-2013                     | Mehandi, Rangoli and Salad decoration competition by CWDC   |
| 09-10-2013                     | Celebration of NSS Day in College campus  |
| 15-10-2013 to<br>31-10-2013    | College Internal Exam   |
| 21-10-2013<br>To<br>30-10-2013 | ATC camp of NCC   |
| <b>Nov. 2013</b>               |   |
| 31-10-2013 to<br>20-11-2013    | Diwali Vacation   |
| 11-11-2013                     | University Exam   |
| <b>Dec. 2013</b>               |   |
| 02-12-2013                     | Hockey Tournament, Gandhinagar  |
| 15-12-2013                     | University Exams  |
| <b>Jan. 2014</b>               |   |
| 07-01-2014 to                  | NIC camp of NCC   |

|                             |   |
|-----------------------------|---|
| 18-01-2014                  |   |
| 13-01-2014 to<br>24-01-2014 | NCC Tracking Camp                           |
| 21-01-2014 to<br>27-01-2014 | College Inter class cricket competition     |
| 26-01-2014                  | Republic Day Celebration                    |
| 30-01-2014                  | Gujarat University South Zone Athletic Meet |
| <b>Feb. 2014</b>            |   |
| 12-02-2014                  | Annual Day Celebration                      |
|                             | Second & third week college Internal exam   |
| <b>Mar. 2014</b>            |   |
|                             | Retest in First week                        |
| 07-03-2014                  | Environmental awareness camp of NSS         |
| 11-03-2014                  | Lecture on Voting awareness                 |
| <b>April 2014</b>           |   |
| 16-04-2014                  | University Exam                             |
| 27-04-2014 to<br>14-06-2014 | Summer Vacation                             |

## Annexure - II

### FEEDBACK ANALYSIS – 2013-14



**After analysis we found that the pattern of feedback of 2012-13 has remained same, in the current academic year.**

**a Analysis of Students' Feedback**

**Teaching Environment:**

The majority of the U.G. students found the teaching environment to be good. This feedback was given on the basis of their experience in the college as well as the feedback they received from their friends studying in the other colleges of the district.

**Quality of Infrastructure:**

They also found the quality of the infrastructure to be very good in comparison to the other colleges of the district.

**Faculty Support and its Quality:**

In context of faculty support and its quality there were mixed opinions. However the majority of the students were satisfied with the support that they received from the faculty. The teaching quality may have got affected as faculty appointments have not been made since 1998, by the Education Department of government of Gujarat.

**Fee structure:**

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

**Library Support:**

The students are given text books prescribed for the subjects in addition to the study material given by the faculty members hence they are quite 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:**

##### **Career Guidance and Counselling**

##### **Goal:**

The aim of Career Guidance and Counselling in the college is to counsel and motivate the students for various types of exams like UPSC, GPSC, RRB, Banking Services CDS etc. To prepare them for interview and soft skills.

##### **The Context:**

The college has higher proportion of ST and economically backward students who could be benefited in getting employment if they are properly guided and motivated to prepare themselves for these competitive exams.

##### **The Practice**

The Career Guidance and Counselling Cell has been helping career oriented students by counselling them for competitive exams and inspiring them to read and prepare themselves with the relevant study material. The college manages to invite experts for career guidance and motivational lectures.

##### **Evidences of success**

The ST and economically backward students from remote and tribal areas have been benefited by this Cell. It has also helped them in their overall personality development. There is positive feedback from the students to continue such a Cell. **Problems encountered and Resources**

##### **required**

Most of the study material of competitive exams is in English whereas the majority of our students belong to Gujarati medium hence they are unable to comprehend properly. But we try our best to sort out this difficulty by informing the teachers and experts to do the needful. The college has received one time grant for Career and Counselling Cell under the head of “Merged Scheme” of UGC XI plan 2007-12.

#### **2. Title of the Practice:-**

## **Compulsory Attendance**

### **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.

### **The Context:**

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

### **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.

### **Evidence of Success:**

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

### **Problems encountered and resources required:**

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

The above problem worsens in rainy season.

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

### **Contact Details:-**

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